



BALTIMORE COUNTY GOVERNMENT
JOB DESCRIPTION

TITLE: Deputy of Operations I

CODE: NM.108

WORKING TITLE: Rental Subsidy Administrator/Executive Director

AGENCY/UNIT: Department of Housing and Community Development/Office of Housing

DEFINITION OF RESPONSIBILITY:

Under general supervision of the Deputy Director of Housing and Community Development, the Rental Subsidy Administrator or Executive Director will be responsible for the overall administration of all housing subsidy programs for the Office of Housing. All aspects of financial reporting, compliance reporting, and HUD required reporting. Maintain the agency at no less than a Standard Performing agency or greater at all times. Serve as the primary representative to the broader community representing the agency and advocating its vision at the local, regional, and national levels.

EXAMPLES OF ESSENTIAL DUTIES:

1. Organizational leadership
 - Responsible to oversee the leadership of staff; the development of organizational policy, work standards, and a team environment.
 - Demonstrate commitment to diversity, promoting that all people have value.
 - Provide leadership in developing program, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the board.
 - Effectively manage the human resources of the organization in keeping with authorized personnel policies and procedures that fully conform to current laws and regulations; to include overseeing recruitment, hiring, supervision, evaluation, discipline and termination of employees.
2. Resource development and budgets
 - Supervise preparation of an annual budget to be approved by the Office of Budget and Finance (OBF).
 - Provide regular financial updates to the (OBF).
 - Ensure the development and implementation of plans, programs and processes to identify and secure the financial resources needed to carry out the organizations mission.

EXAMPLES OF OTHER DUTIES:

- Represent the department at meetings or on committees.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:**Education, Training, and Experience:**

Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, urban or regional development, accounting or a closely related field.

A minimum of five years of progressively responsible experience at the executive/management level in a housing authority.

Experience interacting and partnering with a diverse, voluntary board is essential. Supervise development and utilization of computerized management information systems related to generating Federal reporting, managing program information and generating management reports and documentation. Human Resources certification a plus. (Experience as described in the essential duties may be substituted on a year-for-year basis for the required education.)

License or Certification:

Certified Management Executive within 2 years of employment or related certification within the Housing industry.

Knowledge, Skills, and Abilities (Entry-level):**Knowledge:**

- Thorough knowledge of managing a public housing agency (PHA) program.
- Knowledge of grant writing, grant administration, public funding, contract administration, constituency services, fiscal management and organizational management.
- Thorough knowledge of human capital management.
- Thorough knowledge of County Government organization, policies, procedures and regulations.

Skills:

- Excellent writing and communication skills.
- Possess advanced computer skills including Microsoft Office (Excel, Word, PowerPoint and Outlook), SharePoint, and other virtual applications and platforms.

Abilities:

- Possess a high level of expertise in the current and evolving principles for the following:
 - Manage the complex practices of a public housing agency program including development, human capital management, and administration of various programs.
 - Demonstrate excellent time management skills, including the ability to prioritize work, escalate issues, adjust to changing priorities and meet required deadlines.
- Ability to establish and maintain effective working relationships with County staff, elected officials, and the general public.

Knowledge, Skills, and Abilities (Full Performance):**Knowledge:**

- Comprehensive knowledge of managing a public housing agency (PHA) program.
- Comprehensive knowledge of grant writing, grant administration, public funding, contract administration, constituency services, fiscal management and organizational management.
- Comprehensive knowledge of human capital management.
- Comprehensive knowledge of County Government organization, policies, procedures and regulations.

Skills:

- Excellent writing and communication skills.
- Demonstrate expert level computer skills including Microsoft Office (Excel, Word, PowerPoint and Outlook), SharePoint, and other virtual applications and platforms.

Abilities:

- Demonstrate comprehensive expertise in the current and evolving principles for the following:
 - Manage the complex practices of a public housing agency program including development, human capital management, and administration of various programs.
 - Demonstrate excellent time management skills, including the ability to prioritize work, escalate issues, adjust to changing priorities and meet required deadlines.
- Ability to establish and maintain effective working relationships with County staff, elected officials, and the general public.

CONDITIONS OF EMPLOYMENT:

Physical and Environmental Conditions:

The work of this classification is essentially sedentary. Some positions may involve occasional travel between work sites.

Pre-employment Physical Examination and Employment Background Investigation:

May be required to successfully complete a pre-employment employment background investigation, criminal background, education, and fingerprints.

Date: 11/29/2023