



## The Opportunity: Deputy Executive Director Biloxi Housing Authority

The Deputy Executive Director position at the Biloxi Housing Authority (BHA) offers an opportunity to contribute to the day-to-day and long-term sustainability of this important agency. As a public housing authority (PHA), the BHA provides safe, high-quality affordable housing to Biloxi residents through its commitment to innovation, efficiency, and accountability. The BHA leads HCV, PBV, VASH, and FSS programming, and plays a key role in maintaining a vibrant and diverse Biloxi community.

The Deputy Executive Director will support the Executive Director by providing leadership for all operations of the Authority and exercising overall responsibility for maintaining a high quality of housing and support services provided to the residents. The incumbent oversees Authority program operations (including property management, Housing Choice Voucher, and resident services). The ideal candidate will demonstrate considerable independence, evaluative thinking, written and oral communication skills, and operational, leadership, and strategic planning skills.

### **The Authority and the City**

For nearly 80 years, the Biloxi Housing Authority has worked to provide safe, decent, sanitary, and affordable housing to the Biloxi community. The Authority was originally created to assist veterans returning from World War II, and BHA's first development was constructed during President Franklin D. Roosevelt's administration at the East End Homes site on Maple Street. This property is the current location of Cadet Point Senior Village, which was completed in 2007 and is part of the agency's HOPE VI development. BHA's Cadet Point Senior Village was one of the first multi-family developments to be completed in the city of Biloxi after Hurricane Katrina. BHA recently fully converted its housing portfolio to the Rental Assistance Demonstration Program (RAD).

BHA's staff includes approximately 45 employees. Its portfolio ranges from family and senior housing to an innovative assisted living facility and Adult Day Care Services.

Biloxi offers a variety of historical and cultural attractions in a hospitable and scenic Gulf Coast environment. The BHA is located close to some of the area's most exciting museums, restaurants, and shopping. Residents and visitors enjoy nearby beaches, fishing, and boating opportunities.

### **The Operations Department**

BHA's Operations Department is responsible for managing and maintaining the Agency's federal and state public housing inventory, as well as managing the tenant selection process.

### **The Position**

The Deputy Executive Director reports to the BHA's Executive Director and is a member of BHA's leadership team.

### **Essential Duties**

- Assists the Executive Director with planning, assigning, and reviewing operations and functions related to effective management of the BHA, including its financial status.
- Assists the Executive Director with the development and execution of Authority goals and the evaluation and implementation of development proposals, objectives, and policies.
- Directs the work of leadership staff in housing programs, including: assigning work, planning work, reviewing work, evaluating work performance, coaching employees, and completing performance evaluations. Provides ongoing analysis and critique of existing systems and reviews and evaluates departmental methods and procedures; works with department leaders to identify change management areas where the Authority can increase its effectiveness.

### ***Biloxi Housing Authority – Mission and Vision Statement***

#### **Vision**

Our vision is to enhance lives by creating strong communities, empowering residents, and building partnerships.

#### **Mission**

BHA's mission is to develop, support and sustain safe, quality affordable housing communities, and to encourage self-sufficiency.

- Provides ongoing analysis and critique of existing systems and reviews and evaluates Authority and departmental methods and procedures; works with department leaders to identify change management areas where the Authority can increase its effectiveness; makes recommendations for improvement in a manner that reduces costs while maintaining high levels of service; works with direct reports to develop and facilitates plans that cultivate positive and effective change
- Works in concert with the Director of Finance to manage budget planning and performance in assigned program areas. Analyzes and interprets legislation and government directives relevant to departmental policy; develops and recommends policy changes. Ensures staff are trained on updated policies and procedures.
- Provides strategic oversight of Authority community outreach initiatives, coordinates with Resident Services staff to identify community needs and opportunities.
- Meets with resident councils, neighborhood groups, civic associations, city, state, and federal agencies, and other relevant entities to explain Housing Authority programs, policies, and operations.
- Stays abreast of Housing Choice Voucher Program matters through careful study of HUD regulations, laws, ordinances, and publications related to affordable housing.
- Acts in the capacity of the Executive Director in his/her absence.
- Performs other related duties as assigned.

#### **Desired Background & Competencies**

Education/Experience: Master's degree in public administration, business administration, or related field and at least five (5) years of related experience, including a minimum of three (3) years senior administrative experience at a PHA (i.e. Director level position) or Bachelor's degree in public administration, business administration, or related field and at least seven (7) years of related experience, including a minimum of five (5) years senior operations experience at a PHA (i.e. Director level position directly related to housing management, or similar function). An equivalent combination of education and experience may be considered.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment and decision making in accordance with level of responsibility.



Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments, and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding.

Teamwork: Actively participates and collaborates across boundaries and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates. Manages performance by providing regular feedback and reinforcement.

### Compensation

- Compensation is commensurate with experience
- Comprehensive Benefits package, including health, life, vision, and dental insurance and more.

To apply, please send a resume and cover letter by email to: **Human Capital Initiatives** [recruit@humancapitalinitiatives.com](mailto:recruit@humancapitalinitiatives.com)

Please include the job title "Deputy Executive Director" in the subject line of your email. Do not contact the BHA directly regarding this position.

It is the policy of the Biloxi Housing Authority to give preference in employment to Section 3 - eligible individuals. **The Biloxi Housing Authority is an Equal Opportunity Affirmative Action employer.** Minorities, individuals with disabilities, and others are encouraged to apply.

