



## Director of Housing Operations

The Biloxi Housing Authority (BHA), an organization in the affordable housing industry, is seeking a results-driven individual to serve as Director of Housing Operations. The primary purpose of this position is to lead the Authority's housing operations (HCV/RAD/VASH/Property Management) and Resident Services Program. The incumbent assists the Executive Director with managing strategic housing initiatives and helps to ensure that housing operations are operating effectively, efficiently, and in accordance with the applicable federal, state, and local laws and regulations.

The Director of Housing Operations reports to the Executive Director.

Our ideal candidate will possess the following qualities and skills:

- Proven skills in the management of Public Housing and Housing Choice Voucher Programs
- Proven skills in leading and coaching staff to optimal performance
- Proven skills in planning, organizing, and developing a variety of operational and management programs and procedures
- Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Authority and/or Department of Housing and Urban Development (HUD)
- Ability to establish, monitor, and achieve objectives through skillful delegation of duties
- Ability to establish and maintain effective working relationships with coworkers, vendors, consultants, contractors, customers, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds

**Education/Experience:** Bachelor's Degree in public administration, business administration, or related field and a minimum of seven (7) years of experience in property management and/or low income housing, with a minimum of five (5) years in a supervisory capacity. Public Housing Management (PHM) or equivalent certification preferred. Must possess a valid driver's license and be insurable under the Authority's plan.

*An equivalent combination of education and experience may be considered.*

Equal Opportunity Employer / Equal Housing Opportunities

**Location:** Biloxi, MS. Only local travel may be required.

**Organization:** Biloxi Housing Authority (<http://www.biloxihousing.org/>)

**Compensation:** Commensurate with experience and qualifications. Comprehensive benefits package included.

**To apply:** Please e-mail your resume, cover letter, and salary requirements to [recruit@humancapitalinitiatives.com](mailto:recruit@humancapitalinitiatives.com) with "BHA Director of Housing Operations" in the subject line. Please do not contact BHA directly.

To view the complete job description for this position, visit our website at <http://humancapitalinitiatives.com/news-and-opportunities/>.