

WATERTOWN HOUSING AUTHORITY

Deputy Executive Director

Job Summary:

The person serving in this class of positions is a highly responsible administrator, who acts for and in the absence of the Executive Director of the agency with management responsibilities covering a wide range of program activities, such as: budget review and preparation, oversight over rent collections, preparation and implementation of modernization program, agency/tenant relations and personnel management.

Supervision Received:

The incumbent receives general supervision from the Executive Director. Work is monitored daily, face-to-face meetings with the supervisor. While exercising a great deal of independence of judgement in agency routine, the incumbent must confer with her supervisor on intricate decisions regarding policy matters.

Supervision Given:

The incumbent exercises general supervision over other managerial and supervisory employees, including the maintenance team, administrative housing management team, resident services department, modernization program, and all other housing personnel.

Principal Duties

1. Acts for and in the absence of the Executive Director of the agency, managing all the operations of the agency and supervising an entire work force.
2. Assists in preparing and reviewing annual budgets submitted to state and federal agencies
3. Prepares and implements the agency's modernization program, and in the process communicates directly with contractors, suppliers and engineering consulting firms.
4. Prepares a wide variety of narrative and statistical reports for both internal management and external use.
5. Continuously reviews and monitors all housing management and maintenance programs, with a view to constantly improve program effectiveness.
6. Develops office policy and administrative procedures, and revises same from time to time, with the concurrence of the executive head.
7. Maintains oversight over agency/tenant and agency/community relations, making decisions and suggesting improvements, and in this connection assists in resolving sensitive issues before and as they occur.
8. Confers with the Executive Director of the agency on housing management policies, and makes recommendations aimed at improving them.
9. Responsible for the maintenance and upkeep of all personnel management records of the agency.
10. Participates in high-level discussions between the agency and Town, State and Federal officials, as well as heads of community organizations.
11. Seeks to maximize the availability of community resources for tenants.
12. Performs other related duties, as required.