

Housing and Redevelopment Authority of St. Cloud

Position Description

Job Title: Deputy Director Grade: 112
Exemption Status: Exempt Department: Administration
Authorization: _____
Executive Director
Acknowledged: _____
Employee Revised: June, 2024

Job Specifications

<u>Factor</u>	<u>Level</u>
Education:	Bachelor's Degree
Job Related Experience:	10 years with 5 years in management level position
Special Requirements:	Certified Housing Manager; Certified Tax Credit Manager; Fair Housing and Reasonable Accommodation Certification; valid driver's license in the State of Minnesota
Supervision Given:	11 FTEs and 11 PTEs
Supervision Received:	Executive Director

This is a temporary position, essentially an Executive Director in training. Upon successful completion of a one-year probationary period, the Deputy Director would be promoted to the Executive Director position upon retirement of the current Executive Director, no later than November 2025, and the Deputy Director position would be eliminated.

Job Summary: Under the direction of the Executive Director, the Deputy Director performs executive work with the day-to-day functions of Agency operations. Assists the Executive Director with leading and managing the Agency according to the strategic direction set by the Board of Commissioners. Supervises the housing (property management) department and resident caretakers.

Essential Functions:

1. Supports the Executive Director in the overall management and coordination of programs, operations, and activities.
2. Attends all Agency Board of Commissioner meetings and communicates with Board members, other agencies, and the community in a clear, concise, and positive manner.
3. Assists the Executive Director in leading and supervision of the housing projects, programs, and procurement activities.
4. Works to assure that the mission, plans, and direction of the Agency is communicated to, understood by and endorsed by all Agency staff. Communicates well with all employees and has a working knowledge of their area.
5. Assists with ongoing analysis and enforcement of Agency human resource policies, procedures, and practices. Promotes a positive, healthy, and safe work environment

6. Submits required information timely to grantor agencies and maintains required documentation. Oversees that Agency activities are in compliance with laws, regulations, policies and procedures, with additional emphasis on all guidelines and regulations related to housing. Communicates with the Finance Department as necessary.
7. Assists the Finance Director in preparation of annual operating budgets.
8. Responsible for conducting informal hearing process for clients and applicants, writing decisions, and maintaining records associated with informal hearings.
9. Assists the Executive Director with reviews of financials, program activity, audit reports, and management reviews conducted, and directs necessary corrective actions.
10. Assists the Executive Director in preparing reports and representing the Agency as needed at city council, county board meetings, meetings with various federal, state, or local agencies, elected officials, etc., where Agency business is being conducted or where issues of interest to the Agency are being discussed. Assures that governmental and public relations activities create a favorable image of the Agency on a national, state and local level.
11. Works with Executive Director to research, develop, submit, and follow-up on applications for current and new funding.
12. Attends training as required.
13. Undertakes or supervises special assignments as directed by the Executive Director and performs other related work as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Activity</i>	<i>Frequency</i>	<i>Activity</i>	<i>Frequency</i>
Sit	Frequently	Using hands to finger, handle or feel	Continuously
Stand	Occasionally	Carry/Lift up to 25 lbs.	Occasionally
Walk	Occasionally	Speaking or hearing	Continuously
Reaching with hands and arms	Occasionally	Repetitive motions	Frequently
		Exposure to outdoor weather conditions	Occasionally

Vision requirements: standard

Vocal communication: required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions accurately, loudly, or quickly

Hearing: required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

Sensory utilization: requires preparing and analyzing written or computer data; operating machines; operating motor vehicles or equipment; observing general surroundings and activities

Noise level: moderate