

# POSITION VACANCY NOTICE

TO ALL EMPLOYEES AND PUBLIC HOUSING RESIDENTS

<b>Position Title:</b>	<b>Chief Operating Officer</b>	
		<p>Minimum: \$65,000                      Maximum: \$100,000</p> <p><b>Note:</b> <i>Most SPHA positions start at the minimum rate, however some positions that require special qualifications, experience, or are in a job market shortage may start above the minimum.</i></p>
<b>Summary of Duties:</b>	<p>This is highly responsible administrative, supervisory, and technical management work in assisting the Chief Executive Officer (CEO) in carrying out the functions and activities necessary for the effective and efficient day-to-day operations of the Authority. The Chief Operating Officer provides assistance to the CEO by giving personal attention to key program areas, administrative details, and to special projects as directed, and may be required to perform the duties of the CEO, with the exception of administrative policy decisions, unless delegated by the CEO. Supervision is exercised over all Officers/Directors and other subordinate personnel as assigned. Work is performed with considerable independence, under the direction of the CEO, and is reviewed through conferences, reports, and evaluations of performance.</p>	
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Management, Public or Business Administration, Real Estate, Finance or a related field from an accredited college or university.</li> <li>• Finance and/or Accounting background preferred.</li> <li>• Eight to ten years progressively responsible administrative or management experience, with five years in the field of public housing desired.</li> <li>• Computer proficiency in Windows operating system and MS Office software including Word, Excel, and Power Point.</li> <li>• Possession of valid Florida Driver's License.</li> <li>• Use of reliable vehicle.</li> <li>• Possession of full vehicle insurance coverage</li> </ul>	
<b>Location:</b>	St. Petersburg, Florida	
<b>Reports To:</b>	Chief Executive Officer	
<b>Application Instructions:</b>	<p><b>SPHA Employees:</b> Complete and sign an <u>Internal Position Interest Memo</u> prior to the closing date.</p> <p><b>Public Housing Residents:</b> Complete and sign SPHA Application prior to the closing date.</p> <p><b>Note:</b> Applicants must possess <b><u>all required qualifications</u></b> of the position to receive consideration.</p>	
<b>Closing Date:</b>	Open until filled	

# ST. PETERSBURG HOUSING AUTHORITY

## JOB DESCRIPTION

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Position:	<b>Chief Operating Officer</b>	Department:	<b>Administration</b>
Salary Range:	<b>\$65,000 - \$100,000</b>	Classification:	<b>Full-Time Exempt</b>
Reports to:	<b>Chief Executive Officer</b>	Date:	<b>3/1/2015</b>

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### Position Summary:

This is highly responsible administrative, supervisory, and technical management work in assisting the Chief Executive Officer (CEO) in carrying out the functions and activities necessary for the effective and efficient day-to-day operations of the Authority. The Chief Operating Officer provides assistance to the CEO by giving personal attention to key program areas, administrative details, and to special projects as directed, and may be required to perform the duties of the CEO, with the exception of administrative policy decisions, unless delegated by the CEO. Supervision is exercised over all Officers/Directors and other subordinate personnel as assigned. Work is performed with considerable independence, under the direction of the CEO, and is reviewed through conferences, reports, and evaluations of performance.

The statements contained below reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

### Essential Functions:

- Assists the Chief Executive Officer (CEO) in any and all areas of the Authority's programs and acts on behalf of the CEO during his/her absence.
- Analyzes, interprets, and assists in implementing Federal regulations affecting the Authority's housing programs.
- Initiates and carries through to completion, special programs/projects as directed by the CEO.
- Conducts investigations and research, and prepares reports on a variety of subjects.
- Serves as a conduit for all resident related issues.
- Participates in the preparation and monitoring of fiscal budgets and assists in the development of new program budgets.
- Prepares and handles communication with all levels of government, housing agencies, lending institutions and related business concerns.
- Assists the CEO in preparing for Commission meetings.
- Trains and supervises Officers'/Directors' work including, but not limited to, finance, procurement and contracting, areas evaluated by the Public Housing Assessment System and the Section 8 Management

Assessment Program, grants management for the Capital Fund Program and other grants, Asset Management, and resident programs.

- Assists the CEO with the implementation of the Agency Plan.
- Performs other related duties as assigned.

### **Required Knowledge, Skills, Abilities and Expectations:**

#### **Knowledge of:**

- HUD, and other Federal, State, and local policies, procedures, laws, and regulations related to the operation of a public housing authority.
- principles and practices of management and supervision.
- principles and practices of budgeting and budget administration.
- real estate and landlord/tenant laws.
- Federal state and local laws and regulations related to personnel including EEO, labor relations, FLSA, COBRA, Workman's Compensation, ADA, and FMLA.
- development and re-development principles and processes.
- financial vehicles available to fund housing projects.

#### **Skills in:**

- budgeting and resource allocation.
- data analysis and mathematical calculations.
- judgment and decision making.
- program analysis and resolution.
- oral and written communication.

#### **Ability to:**

- work cooperatively with staff, board, government officials and general public.
- communicate effectively, both verbally and in writing.
- supervise personnel in a manner conducive to a positive work environment with a performance bar of excellence.
- operate modern software (Word, Excel) and the internet, and other IT programs.
- establish priorities and meet deadlines.

#### **Expectations:**

- taking responsibility and accountability for all areas of operations under his/her purview.
- keep up-to-date on program changes.
- organizational skills necessary to assure efficient and effective operations.

### **Minimum Qualifications & Requirements:**

- Bachelor's degree in Management, Public or Business Administration, Real Estate, Finance or a related field from an accredited college or university.
- Finance and/or Accounting background preferred.
- Eight to ten years progressively responsible administrative or management experience, with five years in the field of public housing desired.

- Computer proficiency in Windows operating system and MS Office software including Word, Excel, and Power Point.
- Possession of valid Florida Driver's License.
- Use of reliable vehicle.
- Possession of full vehicle insurance coverage.

**Essential Physical Skills:**

- Able to operate a motor vehicle in order to visit office sites and community meetings.
- Able to sit at a desk or conference table for extended periods of time.
- Able to use a computer for extended periods of time.
- Able to walk properties.

**Environmental Conditions:**

- Office environment.
- Local traveling involved between office sites, and for meetings and conferences.
- Some travel necessary.

**Accommodations:**

Upon request, reasonable accommodations will be made to otherwise qualified individuals with a disability.

Approved:

I confirm having received a copy of the Chief Operating Officer's job description.

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Name

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Date