



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY Until Filled

Senior Vice President Housing Operations

\$7167 - \$8,959 month

DEPARTMENT: Housing Operations

REPORTS TO: President/C.E.O.

POSITION SUMMARY:

Direct the management of Tulsa Housing Authority (THA) Public Housing, Section 8 (Project Based) properties to ensure the residents are provided quality housing, a safe living environment and availability to community based services. This position is a Senior Management position within the Authority which requires high functioning performance as a member of the Senior Management team. The Sr. Vice President of Housing Operations will assist in implementing the strategic direction for THA and be responsible for maximizing operating performance and value of the THA portfolio. Direct all aspects of portfolio asset management including property management, resident selection, marketing, leasing, rent collection, maintenance, budgeting, cash flow, implementation of policies and performance standards. This position must hold a two-fold focus where the long term goals (planning and scheduling, financial feasibility, forecasting, etc.) are balanced with the daily operational goals. Monitor continued viability of properties. Recommend property continuance, rehabilitation or disposal to President/C.E.O. and Board of Commissioners. Monitor economics of assets by managing revenues responsibly, controlling expenses, long-term planning, internal controls and good office management, as well as monitoring for regulatory compliance with all applicable local, state and federal regulations. Maximize sustainability of properties while minimizing expenses. Develop and implement the operating procedures and policies for THA public housing properties and Section 8 Project-Based properties. Individual will ensure that all policies, procedures and processes are current and consistent with all applicable local, state and federal regulations. Direct the determination of resident eligibility and provisions of the applicant and participant appeal process. Review monthly and year-to-date property and portfolio operating performance comparing actual to budget variances. Recommend methods to reduce variances and improve performance. Coordinate with property management staff to minimize operating deficits. Evaluate staffing levels and requirements and ensure manpower is effectively and efficiently used. Coordinate property management activities with modernization, maintenance and other functions to ensure effective and efficient operations in accordance with asset management practices. Establish, select and direct the property management and maintenance teams for each of the housing properties. Ensure these teams are trained in asset management and are kept current with the operating philosophy and procedures of THA. Define the team responsibilities, set goals and priorities. Evaluate the quality, quantity and

consistency of the work produced through frequent scheduled and unscheduled field trips to each housing complex. Initiate corrective action as required. Administer the annual budgets to ensure the expenditures are accomplished and properly entered into the accounting system. Review property budgets by property management and make recommendations to improve cash flow and value physically inspect each property at least once monthly. Review the physical structure for unusual deterioration or mismanagement. Analyze neighborhood, market conditions, trends and their impact on the property. Prepare annual report regarding the financial and physical conditions, risks and opportunities for the properties and portfolio. Assist in the coordination of the physical needs assessment with assistance of Construction Services Department for each development quarterly. Assist in the periodic review of property management qualifications and evaluate on-site management personnel and their supervisors. Maintain effective lines of communication with all staff and internal departments in compliance with management policies and procedures. Conduct group and individual meetings with residents of each site to evaluate the real and perceived effectiveness of the residential unit maintenance program (evaluation will include quality of work, timeliness of response and treatment of the residents by the management and maintenance staff). Maintain a high level of technical expertise and currency in Housing and Urban Development (HUD) regulations. Revise and update housing operating procedures as required. Conduct business following the company's Vision, Mission, Values, Goals, Policies and Procedures. Actively participate in the management of all THA housing properties and strive to ensure the residents enjoy safe, quality and affordable living. Prepare required reports for housing programs and ensure all reports are submitted to HUD, THA and other agencies in a timely manner. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Requires a Bachelor's degree (B. A.) from four-year college or university preferably in Business or Public Administration
2. Requires three (3) to five (5) years of directly related experience and/or training; or equivalent combination of education and experience.
3. Supervisory experience preferred.

Criminal background checks and drug testing will be administered.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

The mission of the THA is to be a leading public housing agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and board.

TO APPLY:

Apply online at www.tulсахousing.org.

Or submit a resume, cover letter and salary requirements to hr@tulсахousing.org or via mail to:

Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

CLOSING DATE: Until Filled