



## **“FLINT HOUSING COMMISSION OPEN POSITION”**

**(Open to the Public)**

**TITLE:** DEPUTY EXECUTIVE DIRECTOR  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**SUPERVISES:** DEPARTMENT DIRECTORS

### **GENERAL STATEMENT OF DUTIES:**

The Flint Housing Commission is seeking a full-time Deputy Executive Director to assist the Executive Director in developing and implementing Flint Housing Commission’s strategic plans and policies. This position will provide leadership, management, planning, organizing, staffing, direction and control functions of the agency. The Executive Deputy Director will direct day-to-day activities of the Capital Funds, Public Housing, Housing Choice Voucher, Maintenance, Finance, Human Resources, and Information Technology departments.

### **DUTIES:**

- Represents the agency and maintains liaison with FHC residents, FHC resident organizations, local officials, state agencies and community-based organizations.
- Ensures high-quality customer service and opportunities for low-income families in accordance with the mission and goals of the Commission.
- Collaborates with community and government agencies in increasing the supply of affordable housing, housing choice vouchers, and related programs.
- Selects, appoints, disciplines, promotes, transfers and terminates agency employees, under the direction of the Executive Director.
- Provides supervision and leadership of department directors, including Capital Funds, Public Housing, Finance, Human Resources, Maintenance, Information Technology and the Housing Choice Voucher departments. Provides indirect supervision to all other FHC staff.
- Responsible for completing performance evaluations of assigned staff members.
- Organizes work activities within departments and external agencies to prevent delays in actions required or to improve services to residents and overall performance of the agency.
- Works with the Finance Director to prepare and revise operating budgets for submission to the Executive Director.

- Acts on the behalf of the Commission when dealing with public relation issues.
- Comprehends labor negotiations and grievance procedures. Serves as the Executive Director's designee when dealing with labor negotiations and union grievances.
- Examines current and proposed FHC policies and procedures in accordance with local, state, and federal laws, along with the Department of Housing and Urban Development (HUD) rules and regulations.
- Anticipates staff and resident's needs and responds by making executive level decisions or recommendations to improve operational efficiency, implement quality control procedures, and quality improvement initiatives.
- Addresses and appropriately responds to resident and staff member's concerns and complaints.
- Establishes goals and objectives for department directors, ensuring that these objectives support the agency's 5-year plan. Also reviews and approves goals and objectives set for managers and supervisors.
- Comprehensive knowledge and understanding of each FHC program's compliance with HUD regulations.
- Reviews and signs contracts, orders, checks and other legal documents in the absence of the Executive Director.
- Compiles data and prepares reports for necessary internal and external use.
- Maintains knowledge of new regulations and notices from governmental and regulatory agencies and implements and responds to such in a timely manner.
- Creates and serves as a member of appropriate committees.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Bachelor's degree in Public Administration, Business Administration, Finance, Management or other related fields. Experience may commensurate degree. Master's degree in Public Administration or Business Administration preferred.
- A minimum of 5 years of progressive supervising experience and administrative experience in a public housing agency, non-profit housing organization, or private housing management required.
- Public Housing Managers Certification must be obtained within six months of hire from an accredited agency.
- Valid driver's license.

**TO APPLY:**

**Please submit résumé and cover letter to:  
Attn: Human Resources, Flint Housing Commission 3820 Richfield Rd.,  
Flint, MI 48506 or [humanresources@flinthc.org](mailto:humanresources@flinthc.org)  
This position will remain open until filled.**

The Flint Housing Commission is an Equal Opportunity Employer. FHC is also a Section 3 Employer - Public housing residents or low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located are encouraged to apply.