



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Deputy Director of Administration  
**DEPARTMENT:** Executive  
**DATE POSTED:** 12/12/2022  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Exempt

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## SUMMARY

The Deputy Director of Administration performs highly responsible work in developing, managing, planning, and coordinating an effective administrative system for the Agency, which includes strategic planning and accountability for implementation of administration plans, including an analysis system, which identifies compliance issues and outlines recommendations for compliance improvements. Directs and reviews work of all Agency departments concerning the performance of administrative operations including Finance, Procurement and Information Technology. The duties listed below illustrate the various types of work that may be performed. Work is confidential in nature requiring advanced communication and managerial skills.

All activities must support the Housing Authority of New Orleans (“HANO”) mission, strategic goals, and objectives.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Advises and assists the Executive Director in identifying, articulating and implementing policies, programs and projects. Works with other members of the leadership team, in developing strategies and formulating solutions to address of agency-wide impact and importance.
- Provides direct day-to-day supervision over assigned department leadership staff, while fostering a supportive, positive and productive working environment. Establishes objectives and monitors progress to ensure goals are met.
- In coordination with department leadership, establishes goals for the Finance, Procurement and Information Technology departments, by assisting with long range planning and facilitating organization planning.
- Reviews and analyzes legislation and policy changes, to keep staff informed and determine Agency advocacy efforts.

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- Manages the executive office operations, by developing, implementing and coordinating internal processes and assisting with formulating and implementing policies and procedures.
- Works with the Executive Director and the strategic planning department to assist in the development of Agency's strategic and operational plans.
- Develops, recommends and implements procedures to assess compliance with applicable rules and regulations, including establishing internal controls and processes to ensure sound fiscal and program management. Oversees the Agency's administrative process ensuring effective, efficient, and uniform methodologies that ensure compliance with all federal, state, and local regulatory requirements.
- Oversees the budget administration process; works closely with the CFO by developing and administering budgets; forecasting; monitoring budgets and expenditures; and ensuring expenditures are aligned with annual plan activities.
- Researches, examines and develops agency-wide policies and procedures.
- Interprets relevant financial data and prepares/monitors departmental budget, and recommends changes to improve systems and performance.
- Builds effective relationships, by developing collaborative partnerships; representing the Agency at local, state, regional and national meetings; and maintaining effective relationships with state and federal agencies and serving as a staff resource.
- Prepares reports, resolutions, and presentations as required by the Executive Director, Board of Commissioners and HUD.
- Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources and other assets.
- Handles documents, on a variety of topics of a highly sensitive nature and maintains confidentiality regarding all documents and information received by or in the possession of the employee.
- Undertakes and performs other work-related duties and special projects, as assigned by the Executive Director, including research, evaluation, analysis reporting, recommendation, problem resolution, internal and external communications, etc.
- Performs and assumes other duties as assigned.

### BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

*Commitment*: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

*Customer Service*: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

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Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment and decision making in accordance with level of responsibility.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Continuous Improvement and Innovation: Seeks the continuous improvement of technological business processes and services; explores out-of-the-box methods and is open to experimenting with new ideas; uses data, knowledge, and strategic decision-making to generate new and innovative solutions.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Job Competencies***

- Knowledge of HANO's mission, functions, organization policies and procedures.
- Strong supervision and leadership skills; commitment to the professional development of staff.
- Ability to interpret HUD, federal, state, and local laws, and regulations, as well as HANO policies and procedures related to the position.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and auditing theory; local, state, and federal government financial reporting requirements and regulations; internal control policies and best practices; and report preparation techniques.
- Strong knowledge of HUD-based project management accounting.
- Skill in reviewing, examining, analyzing, and evaluating accounting and financial practices and coordinating accounting and financial operations; ability to interpret and analyze complex fiscal data and draw valid conclusions.
- Ability to prepare, analyze, interpret, and maintain statistical and financial reports, statements, and budgetary data related to programs assigned.
- Strong knowledge of HUD guidelines, including Public and Affordable Housing and Housing Choice Voucher and LIHTC Programs.
- Knowledge of real estate financing and real estate asset management accounting and projections.
- Knowledge of personnel, principles and techniques, including recruitment, training, discipline, and employee/labor relations.
- Understanding of financial management, including budgeting formation and control, financial forecasting, cost-benefit analysis, and capital improvement programming as well as knowledge of revenue sources and related regulations concerning federal and state funding sources.
- Ability to exercise initiative, sound judgment in analyzing situations, and in making decisions in a timely manner.
- Strong ability to work effectively with, stimulate, and provide leadership to groups and individuals while developing positive, cooperative and supportive relationships with other housing and related agencies at the federal, state and local levels, and uniting diverse interests toward the objective of affordable housing and related programs.
- Ability to compose effective correspondence and make moderately complex computations accurately and rapidly.
- Ability to establish and maintain effective working relationships and communicate with people from a broad range of socio-economic backgrounds.
- Ability to prepare and present ideas in English, in a clear and concise manner, both verbally and in writing.
- Ability to plan, organize, and develop a wide variety of operational and management programs and procedures.
- Ability to perform multiple tasks under pressure while maintaining professional composure under stress.

***Education and/or Experience***

Bachelor's degree from an accredited college or university in Business Administration, Management, Public Administration, Finance, or closely related field and eight (8) years of progressively responsible experience in a senior level administrative management, finance and policy formulating role in a PHA or housing agency. Master's Degree is preferred. An equivalent combination of education, training, and experience which provides requisite knowledge, skills, and abilities for this position, may be considered.

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This position may require regular driving for business purposes. The incumbent is required to possess a valid driver's license and must have the ability to be insurable under the HANO's automobile insurance plan at the standard rate.

### **Technical Skills**

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook) and should be capable of using internet resources for research and developing reports. Must have the ability to learn other computer software programs as required by assigned tasks.

This position may require regular driving for business purposes. The incumbent is required to possess a valid driver's license and must have the ability to be insurable under the HANO's automobile insurance plan at the standard rate.

### **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.

To perform this job successfully, the employee is frequently required to remain in a sedentary position. Daily movements include sitting; standing; bending; operating computers and other office equipment; moving about the office; carrying items such as books, binders, files, and documents; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.