



## JOB ANNOUNCEMENT

Eligibility: Pueblo Housing Authority Employees  
And Qualified Public

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August 13, 2018

The Housing Authority of the City of Pueblo has an opening for the position of Director of Operations. This is a full-time position with a salary range of \$65,000-\$75,000, based on experience. Please review the attached job description and qualifications carefully before completing an application.

If you have any questions regarding this position, please contact Deb Dagnillo in the Human Resources Department at (719) 584-7631.

Please submit your cover letter and resume to [deb.dagnillo@hapueblo.org](mailto:deb.dagnillo@hapueblo.org). Job posting will close at 4:30 p.m., Friday, August 31, 2018.

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# HOUSING AUTHORITY OF PUEBLO

Date: 7/18 (Revised)

Exec. Approval:



Title: Director of Operations

## General Purpose

Performs administrative, managerial, and supervisory work of considerable difficulty involving the administration and operation of daily activities of the HACP and functions as alternate liaison between the Authority, Board of Commissioners, HUD and the local jurisdictions. Performs related work as required.

## Essential Duties and Responsibilities

- Formulates policy and procedure recommendations to deal with matters or issues that arise on a recurring basis.
- Responds to miscellaneous correspondence from federal, state and local jurisdictions, congressmen and other concerned persons or groups.
- Monitors the day to day activities of various department supervisors and property managers and makes policy, administrative and management decisions concerning problems in the daily operation of the authority.
- Assists with contract negotiations with the Union.
- Reads current literature in the field of housing management to keep abreast of new trends, developments, legislation and regulations including NOFA's.
- Makes work assignments to executive office staff and department supervisors, monitors work activity and reviews work products.
- May assist the Executive Director in reviewing and preparing the Annual Plan and Five-Year Plan for submittal to HUD on an annual basis and holds public housing meetings to discuss plan.
- Assists with Resident Advisory Boards.
- Participates in community meetings as required.
- Participates on committees and boards locally and on the state and national level.
- Approves purchase orders.
- Prepares narrative and statistical reports and reviews reports prepared by other staff members for internal and external use.
- Reviews and upgrades Administrative Plan, policies and procedures for Board approval.
- Prepares monthly board report resolutions, vacancy report and various other reports.
- Completes and monitors contracts, business agreements, leases, real estate documents and payoff letters to lenders as required.
- Assists Executive Director at monthly Board meetings.
- Assists in preparation of grant writing for funding to develop affordable housing.

## Education, Training and Experience

Four-year degree in Business or Public Administration from an accredited college or university. Master's degree preferred and/or ten years of responsible managerial experience in public housing or ten years of responsible managerial experience in a closely related field or an equivalent combination of experience and education.

### **Knowledge and Qualifications**

- Considerable knowledge of HACP operating policies and procedures and pertinent HUD regulations. Considerable understanding of Asset Management.
- Considerable knowledge of the organizational structure of the HACP and the physical location of the various developments.
- Public Housing Management certification required or acquired within one year.
- Considerate knowledge of the modern principles, practices and techniques of public housing authority management.
- Considerable knowledge of federal, state and local laws and regulations pertaining to public housing authority management; extensive knowledge of modern principles, practices and techniques of budgeting and accounting.
- Skill in addressing the public and presenting information in a clear, organized and convincing manner.
- Ability to establish and maintain effective working relationships with subordinates, co-workers and persons outside the HACP.
- Ability to prepare clear and concise narrative and statistical reports.
- Ability to deal effectively with situations requiring tact and diplomacy, yet firmness.
- Bondability
- Valid Colorado driver's license. Eligibility for coverage under HACP fleet auto insurance.
- Knowledge of 504 regulations/Section 3 HUD requirements.

### **Materials and Equipment Used**

Experience in Microsoft Word, Excel Power Point and Internet Access.

### **Supervisory Responsibilities**

Employee supervises department managers from various departments. Assigns tasks, conducts performance evaluations and participates in hiring and firing recommendations. Makes disciplinary decisions. Provides training to staff.

### **Working Environment and Physical Responsibilities**

Indoor work involves sitting for extended periods in an office environment with frequent exposure to distractions and interruptions. May involve some physical exertion, such as kneeling, crouching or lifting files and records and eye strain from working with computers and other office equipment.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within the classifications.*