



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Deputy Director of Affordable Housing
External/Internal Candidate

Announcement No.: 20-005

DEPARTMENT: Affordable Housing Program
SALARY RANGE: \$76,918 - \$ 123,011 per annum

OPENING DATE: Friday, February 28, 2020
CLOSING DATE: Until Filled

DESCRIPTION OF DUTIES: The Deputy Director of Affordable Housing will be directly responsible for the day-to-day operations of the department and direct supervision of Property Managers, a Maintenance Superintendent, and other administrative support staff; also is responsible for assisting in planning, controlling, and directing the day to day operations and expenses of all properties within the affordable housing portfolio which includes Multifamily, Single-Family Residential, and Commercial offices). This position supports the Director of Affordable Housing ensure optimal operating performance of SNRHA Affordable Housing communities, Affordable Housing Programs, Inc. (SNRHA’s nonprofit subsidiary) properties, and explore opportunities for growth of those existing assets, and acquisition and development of new land and building opportunities. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

- Engage in high level advisory knowledge in providing guidance, tools, resources, and techniques to implement courses of action on strategies that advance the growth the Affordable Housing Department produce and preserve affordable housing in the Southern Nevada region.
- Participate in the development, implementation, and management of the department’s budget while monitoring monitor expenditures in accordance with Housing Authority’s policy and procedures.
- Responsible for the efficient and cost-effective operation of all properties; Oversee the completion of annual budgets for each property, track financial performance, and ensure financial goals and budgets are met.
- Develop, administer, and monitor adequate use of the department’s equipment, materials, and supplies; prepare requests for additional services and program evaluation with special emphasis on effectiveness and efficiency.
- Formulate and execute marketing and business strategies and provide support in the solicitation and generation of new business ventures

MINIMUM REQUIREMENTS:

Work Experience: Seven (7) or more years of progressive management and supervisory experience, with at least four (4) or more years of overseeing a housing management division and maintenance practices.

Education: Bachelor’s degree in Business Administration or equivalent, advanced degree highly preferred.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of low Income Tax Income Credits.
2. Knowledge of applicable regulations and laws pertaining to program.
3. Knowledge of principles and practices of contract administration, evaluation and management.
4. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
5. Ability to develop, implement and administer goals, objectives and procedures for providing effective and efficient housing services.
6. Ability to allocate limited resources in a cost effective manner.

Licenses and Certifications: Tax Credit Specialist and RAD PBV certifications are required. Certifications may be obtained within one year of hire. The incumbent must maintain these certifications for duration of employment in this classification. Possession of Low Income Tax Credit Certification is not required but is a plus.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a non-exempt position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated Resume attached. Applicants can go to www.snrha.org click on employment tab and complete Employment Application on job portal. Applications can also be obtained and submitted at Southern Nevada Regional Housing Authority, Human Resources Department, 5390 E. Flamingo Rd, Las Vegas NV 89122 or by emailing hr_info@snvrha.org or by calling (702) 477-3170, TDD (702) 387-1898. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 5:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.** The closing date may be earlier than listed based on number of applications received.

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTON 3 HUD EMPLOYER.