## Deputy Director Job Posting

## GENERAL PURPOSE:

Provides overall leadership, supervision, and coordination of operations of South Metro Housing Options (SMHO). Ensures all housing programs and projects meet federal guidelines and oversees the contractual agreements related to said programs and projects. Oversees the Housing, Maintenance, and Residents Services teams.

## ESSENTIAL DUTIES/RESPONSIBILITIES

* Works with the management team, in line with the organizational mission.
* Works with Executive Director and management team in developing long and short-term goals and plans for improving operations.
* Makes recommendations to the Executive Director and other management team members concerning employee promotions, evaluations, transfers, and disciplinary actions.
* Makes presentations to the Executive Director and Board of Commissioners as required.
* Serves as Deputy Executive Director of SMHO.
* Conducts program administration of HUD Programs.
* Works with Director of Resident Services to develop and monitor programming and services.
* Ensures housing programs are administered in accordance with grantor guidelines and requirements.
* Ensures SMHO is operated based on sound financial practices through preparing, monitoring, and tracking expenditures.
* Oversees the administration of HUD Section 8 Housing Choice Voucher rental assistance programs.
* Responsible for implementing the SMHO’s housing policies and programs.
* Develops, controls, and oversees the budgets related to Housing.
* Coordinates department team meetings and meetings with all supervisory staff.
* Responsible for effective staff utilization and alternative human resource management.
* Develops annual work and agency plans, sets goals for programs based on evaluated plans.
* Performs other duties as assigned.

Minimum Annual Salary: $107,000

**We offer the following benefits:**

* 11 paid holidays and 4 floating holidays
* Vacation and sick time accrual
* 401 account with 5% company match
* 457 account with 2% company match
* Medical/dental/vision
* FSA Healthcare and Dependent Child Care accounts
* Company paid Life/ADD insurance

**Submit your resume and cover letter to:** [**HR@smho.co**](mailto:HR@smho.co)