

**PLEASE POST
NOTICE OF VACANCY**

BUFFALO MUNICIPAL HOUSING AUTHORITY

ASSISTANT EXECUTIVE DIRECTOR

The BMHA is seeking a full-time position of Assistant Executive Director. Refer to the attached announcement for details.

Interested candidates are requested to submit a cover letter, resume and compensation requirements by the close of Friday, October 6, 2017, to

**Buffalo Municipal Housing Authority
Human Resources Department
300 Perry Street
Buffalo, NY 14204
Attn: Theresa Spagna, SHRM-SCP
Deputy Executive Director for Personnel**

THE BMHA IS AN EQUAL OPPORTUNITY EMPLOYER

TS

Posted: September 8, 2017

Attachment

ec: BMHA Employees/Commissioners

BMHA Website

City of Buffalo Website

Civil Service Administration

cc: Tenant Council Presidents

Martha Mitchell Center

**BUFFALO MUNICIPAL HOUSING AUTHORITY
JOB ANNOUNCEMENT
ASSISTANT EXECUTIVE DIRECTOR**

HISTORY:

The Buffalo Municipal Housing Authority was established on April 3, 1934, pursuant to a resolution of the Common Council of the City of Buffalo. The Authority's creation and establishment was subsequently confirmed by an Act of the New York State Legislature. The first Board of Commissioners consisted of five Members who were appointed by Buffalo Mayor Zimmerman on October 19, 1934. Since its establishment, the Buffalo Municipal Housing Authority has been recognized as a public corporation with its own independent status.

Currently, the BMHA has managerial control over a total of thirty-three (33) housing developments. These thirty-three housing developments are located throughout the City of Buffalo and contain a total of four-thousand, eight-hundred twenty-one (4,821) apartment units. The size and lay-out of the apartment units vary based on housing development. The BMHA is responsible for the management and maintenance of the buildings and grounds in and around the housing developments.

The BMHA employs approximately 160 employees including an Executive Director, Assistant Executive Director responsible for Development and Special Projects and unionized employees represented by AFSCME, Local 264 and IUOE, Local 17-S.

JOB DESCRIPTION

The BMHA is seeking an Assistant Executive Director responsible for Operations to direct and oversee the overall operations of a large scale public housing authority. The Assistant Executive Director will report directly to the Executive Director and will oversee management and maintenance operations.

The incumbent will be responsible, in part, for:

Providing advice and assistance to the Executive Director on all phases of the Authority's program and prepare recommendations to the Executive Director on policies and procedures governing the over-all operations;

Developing and implementing strategies to increase occupancy rates and unit turnaround while providing necessary services to residents within established budgeted parameters.

Providing leadership and guidance to administrative staff and evaluates program accomplishments.

Implementing internal controls to improve efficiencies.

Overseeing and auditing production, planning and control to ensure efficiencies.

Directing the development of changes in organization structure and staffing to increase effectiveness and efficiency and reduce administrative costs.

Assisting in the preparation of legislative proposals and confers with representatives from the public and private sector to establish cooperation and involvement in housing programs.

Supervising the preparation of budgets and monitoring expenditures to ensure efficiencies within fiscal guidelines.

DESIRED QUALIFICATIONS

Demonstrated experience providing leadership and direction to a highly diverse organization.

Comprehensive knowledge in operations of federal and state public housing management regulations, federal funding and financial analysis.

Demonstrated ability to communicate effectively both orally and in writing.

Experience with organization management of automated systems and implementations.

Competency in public housing software systems.

MINIMUM REQUIREMENTS

Bachelor's Degree and two years of full-time administrative experience in a not-for-profit or government organization, or

Associates Degree and four years of full-time administrative experience in a not-for-profit or government organization, or

High School Diploma and six years of full-time administrative experience in a not-for-profit or government organization.

Possession of a current and valid NYS Driver License.

City of Buffalo residency is a requirement.

Successful candidates will be subject to qualification by the Civil Service Administration.

TO APPLY

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