Deputy Director

Company Name: Kingsport Housing & Redevelopment Authority

Job Starts: November 2019

Application Deadline: Open until filled

Salary Range: $54600.00 - $82000.00

Job City: Kingsport, TN

Website: kingsporthousing.org

The Kingsport Housing & Redevelopment Authority is offering an exciting opportunity for a new Deputy Director in Kingsport, TN. Nestled in the Appalachian Mountains of Northeast Tennessee, Kingsport is home to an abundance of natural attractions. It is located conveniently between the larger cities of Knoxville, TN and Asheville, NC. The Deputy Director position will have the opportunity to perform responsible, professional, supervisory, and administrative work assisting with planning, organizing, and directing all operations and activities of the Kingsport Housing & Redevelopment Authority.

Duties and Responsibilities

- Provide oversight of Public Housing, Assisted Housing (Section 8/Housing Choice Voucher), and other affordable housing programs as well as Maintenance
- Assist in oversight of proposals and grants;
- Be actively involved in community matters that affect KHRA
- Assist Executive Director with redevelopment activities, Board of Commissioners, and meetings with elected officials
- Help represent the Agency as a liaison to HUD;
- Partner with individuals, corporate leaders, the chamber/community leaders, other non-profits, government officials and lawmakers to implement fair housing opportunities
- Performs the duties of the Executive Director in his/her absence.

Qualifications and Knowledge

- A Bachelor's degree (a Master's is preferred) from an accredited four-year college or university with major course work in Business Administration, Public Administration, or a
related field; or 2-3 years of college plus 10 years applicable experience at the senior administrative level

- Affordable housing experience, including supervisory and budgetary, is preferred, with knowledge of Section Eight Management Assessment Program (SEMAP) and Public Housing Assessment System (PHAS)

- Five or more years of progressively responsible management experience in federal government, public housing agency, and/or local government.

- Knowledge of and experience in the general operations of a Public Housing Agency (PHA); Public Housing Management certification preferred. Familiarity with Public Housing Programs and Section 8 requirements required.

- Thorough knowledge of federal, state and local regulations pertaining to assisted housing programs and operations

- Strong interpersonal organizational, analytical and communication skills (oral and written)

Please send all letters of interest, resumes, and inquiries to recruiting specialist, Suzan Bowman at krhaapplications@gmail.com. The position will be open until filled.