



1126 Albany St. ● Brunswick, GA 31520

www.brunswickpha.org ● (912) 265-1334 Phone ● (912) 265-1280 Fax

JOB DESCRIPTION:	ASSISTANT EXECUTIVE DIRECTOR		
DEPARTMENT:	ADMINISTRATION	REPORTS TO:	EXECUTIVE DIRECTOR
EMPLOYMENT STATUS:	FULL-TIME	FLSA STATUS:	EXEMPT
DATE CREATED:	8/22/22		

Position Summary

The Assistant Executive Director has total responsibility for administering, managing, maintaining, planning, and directing the Agency's programs. The Assistant Executive Director is responsible for the safekeeping of all property and records and is the Agency's primary liaison with the Board of Commissioners (BOC), HUD, and state and local entities. Responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as Public Housing Assessment System (PHAS), Section 8 Management Assessment Program (SEMAP) and other future HUD required evaluation systems. The duties listed below illustrate the various types of work that may be performed. 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.

Responsibilities

- The Assistant Executive Director plans, develops, organizes, coordinates, delegates, supervises, and directs the implementation of the Agency's Housing programs.
- Oversees and provides for safekeeping of the Agency's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, and reporting.
- Supervises Agency Staff, providing ongoing assistance to current staff to support a positive and productive working environment. Makes recommendations for and oversees the selection, training, direction, supervision, utilization, discipline, and termination of Agency employees. Makes recommendations to the BOC for schedule of salary ranges, employee benefits, and periodic revisions. Reviews periodic reports on the accomplishment of assigned goals and objectives.
- Oversees and ensures accurate preparation of all budgets and revisions. Revises and authorizes Agency expenditures and monitors funds for effective and efficient use.
- Serves as Secretary/Treasurer to the Board of Commissioners, submitting budgets and informing Board of the status of activities and projects within the Agency; develops and proposes new policies or changes in existing policies; notifies the BOC of changes or proposed changes in federal, state or local legislation affecting the Agency; provides the BOC with information on evaluations of efficiency and effectiveness of Agency operations and provides recommendations for improvements.



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- Works with the BOC to develop the Agency’s strategic and operational plans. Effectively develops organizational structures and plans and implements internal policies, programs, goals, and priorities.
- Serves as liaison between the BOC and Agency staff. Acts as spokesperson for the BOC when so authorized by the BOC chairperson. Responds promptly to other BOC inquiries regarding Agency plans and operations in the absence of the Executive Director.
- Assists the Executive Director by participating in negotiating contracts with outside agencies and companies for major maintenance services and management services.
- Makes policy, administrative, and management decisions concerning the daily operations of the Agency.
- Identifies federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Agency.
- Discusses Agency goals, priorities, problems, and concerns with officials, representatives, and members of the local government, news media, social and public service agencies, state government, and federal government.
- Meets with residents concerning complaints and/or grievances after unresolved investigation and negotiations by designated staff and advises them of their rights to hearings according to the Agency's procedures.
- Monitors, surveys, and inspects various aspects of the Agency's operations on a frequent and continuing basis, to obtain a general idea of conditions, appearance, problems, accomplishments, and results.
- Monitors the Agency's compliance with federal, state, and local laws and regulations pertaining to the Agency. Prepares and submits reports and statistics required by such entities.
- Addresses business and civic groups on matters pertaining to the Agency. Successfully maintains positive Agency image and working relationships with the community and local, state, and federal government officials.
- Reviews and approves reports and other documents that are required by federal, state, and local jurisdictions.
- Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs. Supports, assists, and works with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial, by



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participating in community activities and functions relevant to Agency objectives and by maintaining membership in appropriate community organizations.

- Volunteer's new ideas, suggestions, and recommendations to HUD as desired. At the request of HUD, or affiliated groups, may assist in planning or development of seminars, conferences, and workshops. Reviews proposed laws or regulations and recommends changes or improvements.
- Receives and reviews bids and executes contracts.
- Documents in writing appropriate events and activities.
- Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Education and Experience

- A Bachelor's degree in Public Administration, Business Administration or Management or a closely related field from an accredited college or university.
- Seven (7) years of responsible managerial experience in public housing or regulatory agency or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

Knowledge and Skills

- Thorough knowledge of the relationship of PHA's to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Agency.
- Thorough knowledge of Agency operating policies and procedures, pertinent HUD regulations, and federal, state, and local laws and regulations pertaining to housing authorities.
- Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation.
- Thorough knowledge of procurement regulations and OSHA requirements.
- Working knowledge of the laws and regulations governing bonded indebtedness, handling of bids, and the preparation and execution of contracts and agreements.



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- General knowledge of the modern principles, practices, and techniques of maintenance and other functional areas within the Agency.
- Thorough knowledge of the modern principles, practices, and techniques of budgeting and accounting, and of the function and operation of the construction industry.
- Thorough knowledge of financing and development of new properties.
- Skill in addressing the public and other bodies and presenting information in a clear, organized, and convincing manner.
- Ability to accurately and completely document in writing appropriate events and activities.
- Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
- Ability to read and comprehend complex material.
- Ability to analyze complex problems, interprets operational needs, and develops integrated, creative solutions.
- Ability to manage complexities and competing proprieties. Ability to coordinate information and activities among groups with differing agendas, across multi-functional areas.
- Ability to meet aggressive deadlines and juggle multiple priorities.
- Ability to identify operational problems and develop effective solutions.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.
- Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
- Ability to operate appropriate Agency computer equipment and software packages.

Physical Requirements

- Work is principally sedentary, but may involve some physical exertion during on-site visits with residents or staff members, inspections of Agency developments, sites, dwellings, or facilities, and travel to meetings, conferences, or workshops in other cities.
- Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.
- Must be able to bend, stoop, push, and pull in the performance of work-related duties (e.g. moving or carrying objects or materials).
- Must be able to use fingers bilaterally and unilaterally to operate office-related equipment.



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- Must have vision and hearing corrected to be able to perform essential job functions.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must be able to maintain punctuality and attendance as scheduled.
- An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Supervisory Controls

The Assistant Executive Director receives instructions from the Executive Director. The Assistant Executive Director routinely works without the direction of a supervisor and is free to develop methods, deadlines, priorities, and/or objectives. When instructions are received, they are usually specific and detailed because they apply to unusual and rarely occurring situations. Other instructions are usually in the form of BOC directives or policy statements. Normally the Assistant Executive Director makes independent decisions pertaining to situations not covered by specific guidelines, but the Executive Director is consulted in serious or unusual circumstances. The Assistant Executive Director's work is reviewed for progress and achievement of goals by the Executive Director.

Under normal conditions, the Assistant Executive Director makes general assignments to department Directors, specifying priorities, deadlines, and objectives. Assignments to executive office staff will include what is to be done, deadlines, quality, quantity, and priority. The Assistant Executive Director supervises professional, managerial, and clerical employees and monitors the work of multiple work units that perform related and/or unrelated work.

Guidelines

Guidelines followed by the Assistant Executive Director include published laws, regulations, handbooks, notices, contracts, agreements, codes, ordinances, policy directives from the Executive Director and technical assistance from HUD. The Assistant Executive Director performs duties by applying the basic principles of housing authority management and uses independent judgment in many decision-making situations. Routine decisions pertaining to the operation of the Agency, handling of funds, and personnel matters, are provided with specific guidelines in the form of internal operating policies and procedures, and federal, state, and local laws and regulations.



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Complexity

- The Assistant Executive Director performs a wide variety of tasks, which are not always clearly related.
- The Assistant Executive Director makes decisions regarding unusual circumstances, conflicting data, and non-routine situations pertaining to the overall management and operation of the Agency.
- Some tasks are difficult, such as dealing with life-threatening emergencies (inoperative gas or electric systems and crimes committed against residents).
- Responding to residents, staff members, the BOC, City officials, news media, Congress, and the public on a continuing basis necessitates great patience, tact, and diplomacy.
- Ever-changing laws and regulations require frequent updating and promulgation of Agency plans, policies, and procedures, particularly those affecting applicants and residents, such as the admission of aliens, federal selection preferences, and rent computations.

Scope and Effect

The Assistant Executive Director's leadership affects the Agency's image in the community, staff throughout the Agency, and the Agency's residents. Effective leadership in managing, operating, and maintaining housing programs has a positive impact on the Agency's overall mission: to provide its residents housing that is decent, safe and sanitary and programs and services that meet their needs. Successful accomplishment of that mission can result in betterment of housing in surrounding communities and provides a positive image in the community.

Personal Contacts

The Assistant Executive Director has contact with a broad range of individuals including: the news media; federal, state, and local government personnel; social service personnel; housing residents; the general public; various special interest groups; and all levels of Agency personnel. Most contacts with people outside the Agency are relatively unstructured and



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require tact and diplomacy on a routine basis. Regularly, contact requires negotiation and/or handling of controversial matters.

Contact with the public serves multiple purposes including: giving or gaining information, planning, coordinating, and advising motivating, influencing, directing persons or groups, and justifying, defending, negotiating, and resolving significant matters. Contact may occur in cooperative, antagonistic, or unresponsive situations.

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, it may involve visits to housing developments, sites, dwellings, or facilities.

Other Requirements

- Must possess a State of Georgia driver’s license and maintain a good driving record.
- May be required to work an unusual work schedule.
- Must work with the highest degree of confidentiality.
- Must be available for occasional overnight travel for training.
- Must pass employment drug screening & criminal background check.
- Ability to be covered under the Agency’s vehicle insurance policy and fidelity bond.

The Brunswick Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director. Employment with the Brunswick Housing Authority is on an “at-will” basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.



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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]