

**YOLO COUNTY HOUSING
DEPUTY DIRECTOR OF FINANCE AND ADMINISTRATION**

DEPUTY DIRECTOR OF FINANCE AND ADMINISTRATION

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist the Executive Director with a broad range of duties involving operation and management of the Agency, including planning, policy development, and direct oversight of day-to-day operations in the Finance and Administration functions, including accounting, payroll, budget, investments, and credit, as well as Human Resources and Information Technology. Assumes responsibility in the Executive Director's absence as required and is expected to regularly coordinate assigned activities with other Yolo County Housing (YCH) departments and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director and serves at the will of the Executive Director.

Exercises direct supervision over Finance, Human Resources and Information Technology personnel. Provides indirect supervision to all Agency staff in the absence of the Executive Director.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assume delegated authority to act on behalf of the Executive Director in his/her absence.
2. Serve as mentor, coach and guide to staff with oversight responsibilities in the areas of Finance, Human Resources and Information Technology; develop and maintain effective, supportive working relationships with Agency personnel, providing technical assistance to all levels of the Agency and to the Board of Commissioners.
3. Manage and participate in the development and implementation of Agency's goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
4. Plan, direct, implement and review the work plan for Finance, Human resources and Information Technology staff; assign work activities, projects and programs; review

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and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

5. Provide technical assistance to Managers, Supervisors and other staff members; establish appropriate work productivity standards, with fair and consistent evaluation of work output.
6. Supervise and participate in the development and administration of the Agency budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Keep the Executive Director informed on impending changes in Federal and State funding; propose and develop alternatives for sound fiscal management and for new sources of revenue.
8. Prepare and assist in periodic review and audits of Agency funds.
9. Prepare financial reports and statements; coordinate debt service and contract activities with appropriate organizations.
10. Prepare the annual budget and make presentations as required by the Executive Director.
11. Serve as a liaison for the Agency with other Local, State and Federal departments and outside agencies; establish and maintain positive working relationships with effective and sound communications.
12. Serve as staff on a variety of boards, commissions and committees as assigned; prepare and present staff reports and other necessary correspondence.
13. Perform accounting and financial duties; ensure that all transactions comply with mandated requirements; prepare a variety of financial statements and reports.
14. Provide periodic reports on department activities to Board of Commissioners; attend Board meetings as required.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations associated with Public Housing Agencies.
16. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the YCH Executive Director, Yolo County Office of Emergency Services (OES) and/or the State of California Department of Healthcare Services (DHS).
17. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to the

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Executive Director; reporting any safety concerns to the Executive Director, and member of the YCH safety committee.

18. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses.

19. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a Public Housing Agency.
- Comprehensive finance program activities, including accounting, payroll, budget, investments, data processing, and related services.
- Principles and practices of public sector accounting and financing with emphasis on enterprise funds as they relate to housing and community development.
- Principles and practices of accounting for housing and community development activities, including asset management, bonding, and other forms of investment.
- Housing and Urban Development (HUD) financial management systems, including eLOCCS, REAC, FDS, VMS.
- State and Local financial management and grant systems, including programs of the California Department of Housing and Community Development (HCD).
- Principles and practices of public sector organization and administration.
- Principles and practices of budget preparation and administration.
- Basic Information Technology needs of a Public Housing Agency, as well as available resources to address those needs.
- Functions required of Human Resources staff in a Public Housing Agency, as well as available resources to address training and support on more complex Human Resource situations.
- Pertinent Federal, State and Local codes, laws, and regulations.

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Ability to:

- Plan, organize and direct the administration, operations, services and activities of a Public Housing Agency.
- Assist in the selection, supervision, training and evaluation of Agency personnel.
- Develop and administer Agency Finance, Human Resources, Information Technology and administrative goals, objectives, and procedures.
- Prepare and administer a Public Housing Agency budget.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and Local policies, laws and regulations.
- Interpret and apply Agency policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in accounting or business management, including two years of administrative and supervisory responsibility and at least one year of Public Housing Authority or related experience.

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Training:

Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field. Master's degree or Certified Public Accountant (CPA) license preferred.

Physical Demands:

Essential functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time in an office environment. Have hand strength and the manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 10 pounds. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation may be made to the Executive Director.

Special Requirements:

- Current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company and insurable by YCH insurance carriers is preferred.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

Yolo County Housing is an equal opportunity employer.

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