



POSITION DESCRIPTION

Position: Assistant Director of Capital Improvements
Supervisor's Title: Director of Capital Improvements & Redevelopment
Department: Capital Improvements
Date: August 2023

INTRODUCTION

The role of the Assistant Director of Capital Improvements is to provide direct, knowledgeable assistance to the Director, with direct guidance to and oversight of the Authority's Capital Improvements Department. The Assistant Director reports directly to the Director of Capital Improvements & Redevelopment. The Director is responsible for setting the agenda for the Capital Improvement Department, and in establishing, along with staff, the measurements of success. The Assistant Director has the responsibility, supervising the staff, assuring compliance with federal, state and local statutes and regulations. The Assistant Director assists the Director in assuring that the established objectives of the Department are understood and met. The Assistant Director, in coordination with the Director identifies staffing needs, revisions needed to organizational structure, and procedures for staff to follow to assure that policies and goals are properly and efficiently implemented. The Assistant Director will be the primary contact and provide oversight to the placement, continued operation, and other related activities of the Authority Cellular Antenna program.

ESSENTIAL TASKS OF THE ASSISTANT DIRECTOR OF CAPITAL IMPROVEMENTS

1. Interprets, implements, and administers the policies of the Authority as they relate to the Department;
 - a. Assists with the development of annual and five-year plans for Capital Fund and Capital Improvement Plan. Assist with the development of the department's administrative budget.
 - b. Works with staff to develop short- and long-term goals for approval by the Executive Director and the development of summary status reports for the Executive Director and Board of Commissioners.
2. Provides supervision to the Capital Improvements staff as directed by the Director of Capital Improvements;
3. Works with the Director and in coordination with the Director of Maintenance and Asset Management to determine which capital improvements are the most critical to ensure the continued occupancy of properties administered by the Authority;

4. Works with staff to develop measurable short- and long-term goals and means to track performance towards meeting these goals.
5. Provides Guidance and Assistance to the Capital Improvement Project Manager in the day-to-day operations of the Department.
6. Participates in the review of plans and specifications for upcoming projects.
7. Assists in the oversight of the Department's procurement, Section 3 and Affirmative Action compliance.
8. Assists the Director in the oversight of all Department personnel actions, including promotions, salary and benefits, and disciplinary actions in coordination with Human Resources Office and the Division Director.
9. Assists the Director in identifying staffing and overall organizational needs and responds accordingly to ensure the efficient operation of the Department.
10. Assists the Director in ensuring that all external statements, documents, reports, and policies are cleared by the Executive Director through the Assistant Executive Director before release to any public body or the media.
11. Attends meetings, workshops, conferences, seminars, etc. which impact upon sound Authority operations, compliance and performance, in order to obtain insight and knowledge of changes concerning the operations of the programs administered by the Department.

OPERATIONAL RESPONSIBILITIES

- Assists in the initiation of proper & timely grant writing, including implementation of required public process, to secure both Federal and State funds for capital improvements;
- Utilizes math skills and budgeting principles to create credible annual budgets for State & Federal funding and makes revisions as needed to best utilize funds;
- Assists in the oversight of timely obligation and expenditure of capital grants in accordance with both Federal and State procurement laws and regulations, as well as BHA policies;
- Assists Director in ensuring that proper reporting of expenditures and drawdown of Federal and State grants is completed.
- Assures compliance with BHA, State & Federal policies and regulations and good practices.
- Initiates proper procurement of Architect/Engineer and Construction Services, with proper financial practices, documentation and file management in accordance with State and Federal laws and regulations when directed by the departments Director;
- Works closely with the Maintenance and Asset Management departments to promote communication and insure continuous assessment of portfolio for best utilization of grant funds;
- Maintains proper construction oversight and record keeping for projects assigned by the Director;

- Interact, effectively communicate, problem solve and establish good working relationships with contractors, professional architects, engineers, trades people, government and city agencies, residents, Brockton Housing Authority staff, and general public on an ongoing basis;
- Initiate requisitions at the direction of the Director, as well as maintaining adequate oversight of services provided under such requisitions;
- Assists in the development and evaluation of requests for bids and proposals, oversee award and execution of contracts, coordination with A/E's and housing authority residents, oversight of development of construction documents, advertisements and the opening of bids in conjunction with applicable state and federal laws;
- Assists the Director in developing recommendation for award of contracts to the Executive Director and/or the Board of Commissioners;
- Assists in the execution of contract documents, oversees construction for compliance with plans and specifications, processes contract close out documents and through staff direction maintains record of all correspondence, contracts and documents related to such activities;
- In conjunction with the various economic development activities of the authority the incumbent will, but not be limited to, the following activities,
 - Assists in the oversight of the inspections of properties to determine their suitability for rehabilitation and renovation to income producing properties.
 - Assists in the development preliminary budgets and pro forma cost analysis to aid agency wide evaluation and decision process.
 - Develop written scopes of works and product specification suitable for bidding and oversee competitive procurement for contractor services at the direction of the Director.
 - Oversee all work of contractors on economic development projects at the direction of the Director.
 - Interact with outside agencies, partners, and financial institutions to arrange and satisfy construction inspections and payments.
- Investigate and implement energy saving measures though out the Authorities programs;
- Acts as the primary point of contact with telecommunication vendors to review placement of equipment on high rise building roofs;
- Assists in the oversight and coordinates with the Section 3 Coordinator, for Section 3 compliance for all bids, RFP's and contracts and maintains appropriate records;

POSITION REQUIREMENTS AND QUALIFICATIONS

1. **EDUCATION:** A bachelor's degree from an accredited institution of higher learning. Said degree should be in public administration, business management, engineering/architectural, or other appropriate programs plus 3 years related experience. Equivalent experience would be an Associate degree plus 6 years of experience with housing development, rehabilitation, or maintenance including 3 years in a supervisory role.
2. **EXPERIENCE:** Must have solid working knowledge of such issues as residential housing maintenance, housing rehabilitation, Section 3, and public procurement. Proven skills in budgeting, personnel management, and public relations are essential. Ability to work with federal, state, and local officials.
3. **OTHER COMPETENCIES REQUIRED:**
 - Ability to review and understand architectural drawing and specifications.
 - Ability to influence and negotiate.
 - Competency in operating computers, printers, and general office equipment common to Authority operations.
 - Ability to apply principles of analytical thinking to define problems, collect data, establish essential facts, and draw conclusions.
 - Ability to interpret a variety of regulatory and related technical instructions.
 - Ability to provide vision to staff regarding the direction of the Authority and new ways of improving performance.
 - Demonstrated ability to lead, manage and interact with diverse groups of people.
 - Ability to interact positively with diverse organizations and people.
 - Strong expository skills – ability to communicate clearly and directly.
 - Solid public speaking skills – ability to work with various constituencies.
 - Solid listening skills – ability to clearly interpret what is being said, and to respond appropriately in the best interests of the Authority.
 - MCPPO certified within 1 year of hire.