

RECRUITMENT

Chief Officer of Program and Finance Administration for the Housing Authority of the City of Oakland

Mission Statement

To assure the availability of quality housing for low-income persons and to promote the civic involvement and economic self-sufficiency of residents and to further the expansion of affordable housing within Oakland.



Vision Statement

The Oakland Housing Authority (OHA) is established as Oakland's trusted and valued partner in the preservation and development of affordable housing and diverse, thriving and welcoming communities.

The **Housing Authority of the City of Oakland (OHA)** is seeking an energetic individual with a collaborative spirit who leads by example—illustrating the highest degree of integrity—to join our team as **Chief Officer of Program and Finance Administration (COPFA)**. OHA is seeking an experienced, organized, communicative leader to assist the Executive Director with daily execution of goals, objectives, policies and priorities. This is a high-level role in a critical agency with dedicated personnel in a beautiful region of northern California. Be a part of this great community—join the OHA as **Chief Officer of Program and Finance Administration** to serve the City of Oakland.



Chief Officer of Program and Finance Administration: OVERVIEW

Under the general direction of the Executive Director, the COPFA plans, organizes, directs, and manages the administration of the OHA's functions of:

- Finance
- Contract Compliance and General Services
- California Affordable Housing Initiative/Project-Based Contract Administration
- Information Technology
- Risk Management

What does the Housing Authority of the City of Oakland do?

Founded in 1938, the OHA currently provides subsidized housing to nearly 16,500 families. The largest landlord in Oakland, OHA serves a diverse community in neighborhoods throughout the city. Our dedicated staff remains steadfast in its effort to gauge existing needs and provide meaningful opportunities for our families, in addition to expanding the availability of quality housing.

As one of only a select few housing authorities in the country participating in the U.S. Department of Housing & Urban Development's (HUD) Moving to Work (MTW) Demonstration Program, OHA works with our community partners and stakeholders to develop and implement innovative solutions to the persistent issues of access to quality affordable housing, enduring poverty, and lack of opportunity in America's very low-income neighborhoods. The Housing Authority of the City of Oakland was selected among only 39 of the first cohort nationally (out of 3,400 eligible), to participate in the MTW program, which acts as one of "America's Housing Policy Labs", demonstrating and evaluating new solutions that can be replicated across the entire country.

Our innovative and locally designed strategies seek to:

- reduce costs and achieve greater cost effectiveness in expenditures;
- give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- increase housing choices for low-income families.

At OHA, we consistently leverage resources by working with and through experienced non-profit service providers and other local government agencies to deliver access to health, education and social services that benefit our residents and our neighborhoods. We are grateful to our partners for their commitment and work to create thriving communities with real opportunities for the residents we serve.

Our ongoing efforts seek to invest in the future of the City of Oakland and OHA, as well as engage our community, improve public safety, increase staff development, and strengthen our business systems and operations, thereby positioning us to better serve our clients, now and for generations to come.

Learn more about the Housing Authority of the City of Oakland:

<http://www.oakha.org/AboutUs/Pages/Properties.aspx>

Why Work for the Housing Authority of the City of Oakland?

The Chief Officer of Program and Finance Administration is a position of responsibility and influence that greatly impacts the lives of Oakland's citizens, communities, and culture. If your experience and commitment to serve is evidenced through developing housing solutions to address the needs of the local community, and you're seeking an agency with flexibility, vast experience, longevity, and a reputation for excellence, consider OHA. We are seeking sincere, hard-working individuals with the highest integrity to join our team of dedicated people in expanding services and fulfilling our mission. The OHA offers competitive salary rates and generous benefits, in a beautiful, diverse and dynamic city. Join the Housing Authority of the City of Oakland as Chief Officer of Program and Finance Administration to serve the residents of the City of Oakland.

KNOWLEDGE AND ABILITIES

- **Knowledge of:** HUD Public and Indian Housing programs, including public housing, Housing Choice Voucher, and Moving to Work programs, HUD Multifamily housing programs, and regulations such as the Project-Based Voucher Assistance program; housing authority and real estate non-profit affiliate/instrumentality financial management practices, budget planning and preparation; applicable federal, state, and local procurement regulations and requirements; current practices related to human resource management, data and technology systems management and operations; program requirements and innovative strategies related to the delivery of social service programs, including self-sufficiency and homeownership for clients.
- **Ability to:** Develop and implement organizational strategies and functional objectives that are aligned with established agency goals by completing complex financial and accounting analysis, and sound programmatic assessment; provide strategic recommendations by studying economic trends and revenue opportunities identifying areas for improvement, cost reduction, and systems enhancement; supervise, train and evaluate staff to ensure a high level of work performance and productivity working in program administration in a housing authority environment; effectively negotiate and administer contracts including collective bargaining agreements, procurement contracts, etc.; communicate with a diverse community of stakeholders, including program participants, leadership staff, Board of Commissioners, and elected officials; develop and modify procedures as appropriate; maintain strong community contacts with the public and private sectors; and ensure the delivery of quality customer service to clients, staff, property owners, and the public at large.

MINIMUM QUALIFICATIONS

- A bachelor's degree, with a major in business or public administration, finance administration or a related field.
- A minimum of ten (10) years of increasingly responsible executive leadership experience.
- A minimum of five (5) years of managerial experience in the field of HUD funded leased housing program administration or financial management and/or public housing programs, with the responsibility for delivering the full range of housing services to clients of low-income.
- Must possess a valid California Drivers License and have and maintain an insurable driving record.

AND

Equivalent combinations of education, training and experience will be considered.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below describe the general nature and scope of work required. The duties include, but are not limited to:

COMMUNICATION, LEADERSHIP & RELATIONSHIPS

- Interacts and communicates effectively and professionally with OHA leadership, employees, OHA attorneys, clients, vendors, elected officials, HUD officials, neighbors and other members of the community.
- Ensures the highest quality of customer service to OHA staff, clients, landlords, and the general public.
- Provides leadership, direction, and training to all staff with program administrative, and finance responsibilities in order to plan work effectively and efficiently to achieve the OHA's mission and goals.
- Communicates and coordinates with all departments to ensure that their budgets, financial statements and reports are in compliance with regulatory requirements and the objectives of the OHA.
- Maintains a high level of community visibility and engagement while respecting the community leadership roles.

FINANCIAL ACCOUNTABILITY

- Meets program objectives and goals in relation to utilization rates, quality, and delivery of services.
- Directs the preparation of annual operating and capital budgets.
- Reviews and approves all OHA financial statements and reports to assure accuracy, consistency, and timeliness.

COMPLIANCE

- Ensures compliance with requirements outlined in regulatory rules, contracts, OHA policies and federal, state and local laws.
- Responds promptly when requested for information from regulatory and/or financial agencies which might include, but is not limited to, research, preparation, compilation, and submission of reports in an accurate and timely manner.
- Has primary responsibility to ensure that all OHA budgets, financial statements and reports are in compliance with regulatory requirements and the objectives of the OHA.

PROGRAM AND FINANCE OPERATIONS

- Oversees the administration of assigned operating departments and sections with responsibility for leased, privately-owned housing; and financial management of OHA programs, including but not limited to, budget, accounting, financial analysis and forecasting; information technology; procurement; contract compliance; and project-based contract administration.
- Recommends new hires, status changes, and terminations for subordinate employees with the agreement of the Director of Human Resources. Ensures performance evaluations for employees under the COPFA supervision are completed in accordance with OHA's policy and procedures.
- Ensures subordinate staff is provided appropriate development and/or training opportunities and correctly implements the fair housing/employment laws, safety rules and regulations, and other OHA policies and procedures.
- Confers with the Executive Director and the other leadership staff regarding the financing of real estate development to maximize financial leverage opportunities with other public sector development initiatives.

SALARY AND BENEFITS

The salary range for Chief Officer of Program and Finance Administration of the Housing Authority of the City of Oakland is \$205,364.98 to \$238,160.20. *Starting salary is dependent on qualification and experience.*

The Housing Authority of the City of Oakland offers health insurance coverage through the CalPERS health benefits program, Aetna dental and Blue Shield/ MES vision insurance plans. Coverage is available within each plan for both employees and employees' dependents.

- Choice of medical plans (Generous employer contribution)
- Paid Leave
- Paid Holidays
- Dental Coverage
- Life Insurance
- Short-term Disability Insurance
- CalPERS Retirement Plan (Individual determination varies for Safety and General)
- 457 Deferred Compensation Plan
- Roth 457 Plan
- Roth IRA Plan
- Vision Insurance
- Flexible Benefits: Commuter, Dependent Care and Medical Spending Accounts
- Tuition Reimbursement
- Employee Assistance Program
- Aflac

The City of Oakland is a Great Place to Live

Located on the east side of San Francisco Bay, the City of Oakland offers 19 miles of coastline to the west and magnificent rolling hills to the east that afford one of the most beautiful views -- a crystal clear bay, the Golden Gate and Oakland Bay bridges, and the majestic Pacific Ocean.

Within its borders, Oakland features well-kept neighborhoods, a progressive, dramatically growing downtown, and superior cultural and recreational amenities. Some 80 different languages and dialects are spoken in the city; a study conducted by the University of Wisconsin cited Oakland as being the most integrated city in the nation.

Designated as an All-American City in 1993, Oakland is the center of the East Bay trade area. It's rich in history, boasts impressive growth, and has a promising future. Oakland is a city of transportation, health care, government, sports, education, arts and culture. Learn more about the City of Oakland: <https://www.oaklandca.gov/>

How to Apply

Send your resume and cover letter to Apply@Solutions-MRG.com / **no later than October 9, 2020**. When you do so, please identify your submission in the email subject line as: **OHA COPFA**. You may contact Dawn Bullwinkel, MRG Consultant at dbullwinkel@solutions-MRG.com or (916) 494-3359 with any questions.

Thank you.

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