

# RECRUITMENT

## Chief Operating Officer 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 (HOA) 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 Operating Officer (COO)**. 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 Operating Officer** to serve the City of Oakland.



## Chief Operating Officer: OVERVIEW

Under the general direction of the Executive Director, responsible for the day-to-day operations for any combination of core operating departments; strategizes, plans, organizes, leads and manages the department(s) to ensure that all program activities operate consistently and ethically in accordance with the mission, vision and values of the OHA, as well as ensuring timely, compassionate resident and community relations and neighborhood engagement.

### 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. As the largest provider of affordable housing in Oakland, the 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, 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 OHA 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 Operating Officer 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 Operating Officer to serve the residents of the City of Oakland.*

## KNOWLEDGE AND ABILITIES

- **Knowledge of:** HUD rules and regulations, including significant experience in the management of Public Housing (ACC) programs, Housing Choice Voucher (Section 8) programs, Capital Funds and resident and community services (FSS, ROSS, etc.). Must demonstrate in-depth knowledge of affordable housing, systems planning, community development, working within a union environment, public sector regulations and private sector property management practices. Working knowledge of the Moving to Work Program is desired.
- **Ability to:** Direct and provide oversight of core housing operations; assimilate and synthesize information rapidly, and manage multiple projects successfully; leadership as well as operational management ability; identify the best strategies for improving overall efficiency; establish operational goals, cross-departmental projects and objectives in support of the Authority's mission, priorities, and strategic initiatives; make sound decisions on resource allocations to ensure the financial integrity and viability of the Authority's budget; establish positive cross-departmental processes, and positive relationships within the Authority, the community and among external partners; supervise, train and evaluate staff to ensure a high level of work performance and productivity; effectively negotiate and administer construction, HAP and other contracts, MOUs/MOAs, cooperative agreements, etc., as needed; increase the efficiency and responsiveness of operations, and improve core operational processes; develop and modify procedures as appropriate; maintain strong community contacts with the public and private sectors; set realistic operational and performance short and long-term goals; ensure the delivery of quality customer service to residents, other clients and the public at large; think analytically; assist in maintaining strong positive relationships with state and federal agencies and community partners and stakeholders.

## MINIMUM QUALIFICATIONS

- **Bachelor's** degree in Business, Political Science, Finance, Urban Planning, Economics, Public Administration or a related field is required.
  - Seven (7) years industry experience with five (5) years at an executive level in housing, community development, real estate or related industry.
- AND
- Must possess a valid California License and have and maintain an insurable driving record.

***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:*

- Assist the Executive Director in advancing the implementation and development of goals, objectives, policies and priorities for the Authority.
- Responsible for the execution of Authority operations in support of the Authority's goals of providing diverse, equitable and inclusive programs and services, and affirmatively furthering fair housing.
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues involving the organization, community, programs and initiatives.
- Consult and advise the Executive Director, the Chief Officer of Programs and Finance (COPFA), legal counsel, and other key members of the leadership team on financial planning, budgeting, business priorities, and policy matters particularly as they relate to the departments as assigned.
- Provide executive staffing of Authority Board of Commissioners and non-profit affiliate boards as assigned.
- Provide leadership and focus to the COO team based on mission, OHA goals and HUD requirements.
- Assist in developing and driving the Authority's strategy/mission/culture vision from the leadership to the staff level.
- Coordinate and facilitate the assigned program area departments into a cohesive and seamless program.
- Provide programmatic leadership and input for all strategic planning processes with the Executive Director, COPFA, Chief of the Oakland Housing Authority Police Department and other staff.
- Monitor and evaluate department performance and provide guidance and leadership to management on key planning issues.
- With the assistance of the COPFA, ensures the continued financial viability of the Authority's program/service through sound fiscal management.
- Develop, coordinate and manage key deliverables and milestones within predetermined timelines.
- Ensure compliance with the HUD and non-HUD programs utilizing quality control and quality assurance best practices for file, program and funding monitoring and oversight.
- Participate in real estate management, acquisition and related activities in support of the Authority's strategic affordable housing preservation and expansion goals.
- Represent the Authority with external stakeholders and constituency groups, including community, governmental, and private organizations.
- Supervise and lead department directors and/or staff as assigned and make appropriate recommendations on personnel/departmental issues.
- Plan and execute conflict resolution strategies proactively and where needed internally and externally.

**\*\*Salary and Benefits-see next page\*\***



## SALARY AND BENEFITS

The annual salary range for Chief Operating Officer for the Housing Authority of the City of Oakland is \$205,000 to \$238,488. Starting salary is dependent on qualifications 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 the 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](mailto:Apply@Solutions-MRG.com)/ **no later than July 1, 2021**. When you do so, please identify your submission in the email subject line as: **OHA COO**. You may contact Dawn Bullwinkel, MRG Consultant at [dbullwinkel@solutions-MRG.com](mailto:dbullwinkel@solutions-MRG.com) or (916 ) 494-3359 with any questions.

Thank you.

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