

Biloxi Housing Authority
330 Benachi Avenue, Biloxi, MS 39530
228.374.7771
www.biloxihousing.org



The Biloxi Housing Authority is Hiring a Director of Housing Operations

About the Biloxi Housing Authority (BHA)

The Biloxi Housing Authority opened on May 26, 1939. For over 80 years, the Biloxi Housing Authority has been the agency for affordable and public housing for the citizens of Biloxi, Mississippi, proudly serving our mission to develop, support and sustain safe quality affordable housing communities, and to encourage self-sufficiency. Our vision is to enhance lives by creating strong communities, empowering residents, and building partnerships. The Biloxi Housing Authority contracts with the United States Department of Housing and Urban Development to provide quality affordable housing to low and moderate-income residents in the city of Biloxi.

The Biloxi Housing Authority is governed by a five-member Board of Commissioners who are appointed by the Mayor of the City of Biloxi and confirmed by the Biloxi City Council.

The Executive Director is responsible for the implementation of the policies established by the Board of Commissioners, as well as the daily operations, assets, and employees of the BHA.

The Biloxi Housing Authority (BHA) owns and manages 11 affordable housing complexes in Biloxi, Mississippi, which comprise a combined total of 908 Rental Assistance Demonstration (RAD) Project Based Voucher units (of the 908 RAD units, 222 are also Low-Income Housing Tax Credit LIHTC units). The Rental Assistance Demonstration Program, known as “RAD”, is a program of the U.S. Department of Housing and Urban Development (HUD) which was created in order to give public housing authorities “a powerful tool to preserve and improve public housing properties”. Under the RAD program, public housing units were converted to a Section 8 platform with a long-term contract which must be renewed by HUD. This ensures that units remain as permanent affordable housing. The residents continue to pay 30% of their income.

In addition to managing the 11 BHA affordable housing sites, BHA administers a total of 65 affordable market rate units, 444 Tenant Based Housing Choice Vouchers, 158 VASH vouchers and 117 Project Based Non-RAD Vouchers, along with 50 Low Income Housing Tax Credit (LIHTC) units.

In addition to the housing provided to our residents, the Biloxi Housing Authority, through partnerships with service providers, includes as amenities on its properties:

- An Adult Day Care at Gulf Shore Villas
- A Computer Lab with Homework Assistance offered at Suncoast Villas
- An Assisted Living Property at Seashore Oaks
- A Free Health Clinic at Suncoast Villas
- Coast Transit Bus Stops for ease of transportation, and
- Numerous referral services through our Community and Supportive Services team for everything from GED to Homebuyer Education Services.




Director of Housing Operations

The Biloxi Housing Authority is seeking a Director of Housing Operations to lead the Authority's housing operations (HCV/RAD/VASH/Property Management) and Resident Services program. The incumbent will assist the Executive Director with managing strategic housing initiatives and help to ensure that housing operations are operating effectively, efficiently, and in accordance with the applicable federal, state, and local laws and regulations.

Essential Duties:

- Directs the work of staff including: assigning, planning, and reviewing work, evaluation work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training staff, acting on employee problems, and recommending and implementing discipline.
- Directs the management of the Authority's housing and resident services programs; assigns work activities, projects, and initiatives; monitors work flow; reviews and evaluates work products, methods, and procedures; ensures compliance with local, state, and federal laws and other related regulations.
- Monitors all program components of Property Management, HCV, VASH, RAD and other assigned areas, including but not limited to: reviewing and approving budget and project plans, establishing department goals and objectives, and developing and adjusting departmental policies and procedures as necessary.
- Works with senior leadership to execute the Authority's vision, goals, and overall strategic plan through department-based goals and objectives; ensures (in conjunction with appropriate department input) the most effective and efficient use of the Authority's resources by allocating and refocusing resources to address key priorities.
- Conducts regular quality control of activities in operations to ensure compliance with all applicable HUD, state, local, and BHA regulations and policies.
- Provides ongoing analysis and critique of existing systems in assigned areas and reviews and evaluates departmental methods and procedures; works with staff to identify change management areas where the Authority can increase its effectiveness; makes recommendations for improvement in a manner that reduces costs while maintaining high levels of service; works with direct reports to develop and facilitate plans that cultivate positive and effective change.
- Analyzes and interprets legislation and government directives relevant to departmental policy; develops and recommends policy changes.
- Ensures Resident Services program develops and executes initiatives that are in line with the needs of residents and are within funding limits.
- Meets with resident councils, neighborhood groups, civic associations, city, state, and federal agencies, and other relevant entities to explain housing authority programs, policies, and operations.



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- Stays abreast of affordable housing matters through careful study of HUD regulations, laws, ordinances, and publications related to public housing. Proactively pursues updated training in all relevant areas of affordable housing (RAD, LIHTC, etc.).
- Performs related duties as assigned.

Desired Education and/or Experience:

- BS/BA degree in public administration, business administration, or related field and at least seven (7) years of progressively responsible property management and/or low-income housing experience, including a minimum of five (5) years of experience in a management role, leading and coaching staff. Public Housing Management (PHM) or equivalent certification preferred.
- Any equivalent combination of education, training, and experience which, in the sole determination of the BHA, meets the education and experience required for the position.

Compensation:

- Compensation is commensurate with experience.
- Executive-level benefits package, including health, life, vision and dental insurance.

How to Apply:

To apply, please send a resume and cover letter by email to: bhaemployment@biloxihousing.org