



## HOUSING AUTHORITY OF THE CITY OF CHARLESTON

550 MEETING STREET, CHARLESTON, SOUTH CAROLINA 29403  
TELEPHONE (843) 720-3970 FAX # (843) 720-3977 TDD (843) 720-3685  
Donald J. Cameron, SPHM - Chief Executive Officer

### Chief Operating Officer

This is very responsible executive, supervisory and professional level work involving the creation, maintenance, and review of all operations needs for Charleston Housing Authority. Activities associated with the position include overseeing and assisting with the preparation and implementation of the transition to the Rental Assistance Demonstration (RAD) model under HUD guidelines. This position will manage public meetings with residents and community groups; negotiate business terms of ground lease agreements; prepare or coordinate the preparation of preliminary financial analysis for potential new construction projects, substantial renovations and/or acquisitions. The position will also oversee the repositioning, redevelopment or renovation of Housing Authority assets, including compliance with funding requirements while also identifying and pursuing project related subordinate (“soft”) funding such as AHP funds, HOME funds and Housing Trust Funds, etc. This position will be responsible for growing the development department through hiring and supervising a relocation coordinator and a project developer. Job responsibilities require excellent interpersonal, organizational, analytical and communication skills, extensive knowledge of federal, state and local regulations pertaining to housing authority operations and related programs and thorough experience supervising and directing the activities of support staff. Job performance is evaluated by the Chief Executive Officer through review of the efficiency and effectiveness of all Housing Authority activities and operations, compliance with governing regulations, effectiveness in supervising staff and compliance with budgetary goals and objectives. Assists in the development and implementation of both short-term and long-range strategic plans for the agency.

Minimum qualifications are: Possession of a Bachelor’s Degree in Public Administration, Business Management or related areas supplemented by six to nine years of progressively-responsible executive level management experience in public housing or related area or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Advanced degree preferred. Excellent written, verbal communication and relationship management skills.

Must possess a valid state driver's license. ***Must have Rental Assistance Demonstration (RAD) experience.***

The Housing Authority offers a great benefit package which includes:

- free medical and dental insurance
- generous holidays and paid time off
- S.C. State Retirement Plan
- 457 & 401K plan
- life insurance
- short term disability

The starting salary for this position is \$125,000/year.

This position will require a background investigation, drug screen and physical at our expense. Applications can be filled out online and **must include** reasons for leaving previous positions and salary history.

The Housing Authority of the City of Charleston  
550 Meeting Street,  
Charleston, SC 29403  
Website: [www.chacity.org](http://www.chacity.org)  
Fax: 973-3481

EOE M/F/D/V  
(TDD 843-720-3685)

Date Posted Internally: 02/28/2020

Date Closed Internally: 03/05/2020