

HOUSING AUTHORITY of the CITY OF OPELIKA
1706 TOOMER STREET
P.O. Box 786
OPELIKA, ALABAMA 36803-0786
(334) 745-4171

JOB OPENING NOTICE

DATE: June 23, 2026

- 1) CLASSIFICATION: **Assistant Executive Director**
- 2) SALARY: DOQ per hour
- 3) RESPONSIBILITIES: See Attached or go to www.opelikaha.org for job description and application
- 4) PERSONS INTERESTED: Submit resume and application with qualifications in writing to:
opelikaha@opelikaha.org
or via mail:
Human Resources
Opelika Housing Authority
P.O. Box 786
Opelika, Alabama 36803-0786

APPLICATIONS ACCEPTED
UNTIL POSITION IS FILLED
(Please No Telephone Calls)

THE HOUSING AUTHORITY OF THE CITY OF OPELIKA IS AN EQUAL OPPORTUNITY EMPLOYER. THE HOUSING AUTHORITY OF THE CITY OF OPELIKA DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION OR HANDICAP.

Opelika Housing Authority

Employment Opportunity

Assistant Executive Director

Full Time with Benefits

Salary commiserate with required education and experience

Applications and resumes are being accepted for a full time Assistant Executive Director. Applications and other information can be found at www.opelikaha.org. This job is a Section 3 eligible job opportunity for those who meet the minimum expectation.

GENERAL DEFINITION OF WORK:

The Assistant Executive Director (AED) serves as the second-in-command to the Executive Director and provides strategic leadership, operational oversight, policy direction, and organizational management across all major functions of the Opelika Housing Authority (OHA) including: PBRA, Housing Choice Voucher Program (Section 8), Community Development, Real Estate Development, Finance Alignment, Asset Management, and Human Resources.

This position ensures OHA's programs, services, business operations, and development initiatives align with HUD requirements, Board policy, and the long-term strategic goals of the Authority and the City of Opelika.

The Assistant Executive Director acts as the Executive Director in their absence and provides management-level guidance, problem-solving, and decision-making authority for internal operations and external partnerships.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Leadership, Management & Governance

- Supports, advises, and represents the Executive Director; serves as Acting Executive Director when required.
- Provides leadership and oversight for all OHA operations and development programs.
- Supervises department chiefs, oversees directors and program managers across PBRA, HCV, Development, Community Development, Finance, Compliance, and HR functions.
- Ensures policies align with federal, state, and local laws, HUD regulations, City policy, and Board directives.
- Leads organizational planning, strategic initiatives, and succession planning.
- Creates and manages program(s) budget; directs and supervises program staff; participates as active management team member; maintains records; develops reports.

This position also leads and oversees residential development projects that OHA manages on behalf of the City of Opelika—including visioning, planning, project compliance, stakeholder coordination, and reporting.

Duties include, but not limited to:

Property Management / Section 8 Program Administration:

- Oversees owned and managed properties, other Grant Programs and Housing Choice Voucher (HCV) program compliance, staffing, reporting, and leasing performance.
- Monitors Property Performance, SEMAP, compliance systems, and corrective action planning.
- Ensures implementation of Tenant Selection Plan, Administrative Plan, and other regulatory documents.
- Resolves complex resident, landlord, regulatory, and compliance matters.

Community Development, Real Estate & Construction:

- Leads affordable housing development, redevelopment, mixed-finance, and disposition initiatives.
- Oversees acquisition, disposition, project-based rental assistance vouchers, and redevelopment projects.
- Manages contractor negotiations, closing requirements, and development agreements.
- Coordinates Replacement Housing, CDBG, HOME, grants, tax credit applications, and financing strategies.

Financial Oversight (In Coordination with Assistant Executive Director of Financial Controls):

- Supports budgeting and multi-program budget oversight.
- Evaluates financial impact of development, subsidy, or policy changes.
- Supports long-term financial planning, asset management, and debt-service oversight.

Human Resources and Organizational Capacity:

- Participates in organizational structure review, succession planning, recruiting, evaluations, staff development, and disciplinary action.
- Ensures staff are trained, qualified, and compliant with HUD regulations, landlord relations, customer service standards, and equity practices.

External Relations & Intergovernmental Affairs:

- Represents OHA with HUD, City leadership, community partners, and stakeholders.
- Serves on boards, task forces, and committees representing OHA., as necessary.
- Prepares Board reports, presentations, and recommendations.
- Oversees communication for high-priority issues and public-facing initiatives.

Reporting, Compliance & Accountability:

- Prepares and oversees required HUD reports, grant submissions, monitoring responses, development documents, and audit-related documentation.
- Coordinates procurement compliance and federal program management standards.
- Oversees quality assurance initiatives for performance improvement.
- Performs other duties as assigned and required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of federal, state, and local laws governing housing development, community development, and redevelopment activities.
- Comprehensive expertise in HUD housing regulations (PBRA, Public Housing, HCV, RAD, PBV, Capital Fund, Mixed Finance, Disposition & Demolition).
- Knowledge of real estate acquisition, development, financing, and project compliance.
- Knowledge of community development, HOME, CDBG, and tax credit programs.
- Strong understanding of public-sector financial systems and budgeting.
- Ability to interpret complex regulations and implement policy.
- Ability to lead and coach staff, foster accountability, and build organizational culture.
- High-level analytical, problem-solving, and data evaluation skills.
- Ability to build strong partnerships with city leadership, HUD, lenders, contractors, and residents.
- General knowledge of automated information systems.
- Ability to interpret and analyze statistical and financial data and prepare clear, accurate, and compelling technical materials.
- Ability to plan, organize, direct, and evaluate the work of staff.
- Ability to prepare clear and concise reports, memos, directives, and correspondence; strong verbal communication skills.
- Ability to analyze complex problems and develop effective, comprehensive solutions with limited instruction.
- Ability to establish and maintain strong working relationships with federal, state, and local officials, co-workers, City of Opelika staff, development partners, and the general public.
- Proficiency in personal computing, project management platforms, and Microsoft Office applications.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required; Master's degree preferred — Public Administration, Business, Planning, Real Estate Development, Finance, or related field.
- Extensive professional experience in affordable housing, community development, property management PBRA, public housing/HCV administration, real estate development, redevelopment authority work, or municipal agency leadership.

- Demonstrated extensive experience supervising executive management staff and managing complex projects.
- A combination of education and experience will be considered.

SPECIAL REQUIREMENTS:

Possession of a valid appropriate driver's license issued by the state of Alabama and insurable under the vehicle insurance policy of the Authority. Travel for conferences, HUD meetings, and development events may be required. Annual compliance and fair housing training required.