

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 16, 2022

- 1) CLASSIFICATION: Director of Modernization & Development
- 2) SALARY: Depending on Qualifications
- 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.

Job Description
Housing Authority of the City of Opelika
Director of Modernization & Development

Department: Executive

Reports To: Executive Director

FLSA: E*

Summary

This is administrative work in directing & managing activities of modernization, construction, rehabilitation and maintenance projects & initiatives for the Opelika Housing Authority.

Knowledge, Skills, and Abilities

1. Thorough knowledge of labor and materials costs related to construction and repair;
2. Thorough knowledge of building codes, ordinances, regulations and standards governing construction and maintenance of residential housing;
3. Thorough knowledge of federal and state public bid laws and Section 3 requirements;
4. working knowledge of public housing development, modernization and maintenance programs desirable;
5. Thorough knowledge of the principles, methods and practices of administration and management;
6. Ability to plan, manage and direct multiple projects and initiatives;
7. Ability to plan and supervise the work of professional and technical subordinates;
8. Ability to prepare comprehensive and accurate reports and records;
9. Ability to establish and maintain effective working relationships with professional and technical personnel, contractors, government and public officials, other employees and the general public.

Minimum Qualifications

Attainment of a minimum of a bachelor's degree from a recognized college or university in business or public administration, civil engineering or a related field and a minimum of five years' progressively responsible managerial and administrative experience in the housing development, construction, rehabilitation or maintenance industry; or a combination of education and experience equivalent to these requirements.

Other: Valid Driving License
Ability to be insured under the Authority's vehicle policy
Ability to be insured under the Authority's fidelity bond

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.