



Chief Operating Officer Housing Authority of the City of El Paso





Alamito Homes and El Paso Downtown

The Community:

El Paso, Texas is the 22nd largest city in America with a county population of 751,296. Located in the extreme western tip of Texas, El Paso shares borders with Mexico and the state of New Mexico and is well connected to the transportation networks of the United States and Mexico via highway (I10, I25 and US 54), via rail (UP and BNSF) and air (via El Paso International Airport). El Paso is approximately 83.8% Hispanic, and as a result has a bilingual workforce. El Paso, known as the Sun City, has one of the nation's lowest cost of living standards and no state income tax.

The Housing Authority:

The Housing Authority of the City of El Paso, Texas, (HACEP) is the 20th largest Housing Authority in the nation. With a 65 million dollar operating budget, employing over 500 personnel the HACEP owns and operates 6,000 PHA units, oversees 5000 vouchers and provides affordable housing to over 40,000 people.

The Housing Authority of the City of El Paso was established in 1938 to provide low-income residents of the City of El Paso with access to low-cost housing. We develop, acquire, lease and operate affordable housing for the residents of El Paso with limited income. Although funded primarily by the federal government, they operate in many respects as a private management company and employ industry best practices.

HACEP's utilizes existing housing stock, private rentals under the Housing Choice Voucher Program that meet HUD's Housing Quality Standards, and income-producing real estate ventures. Additionally, they are dedicated to helping their clients achieve self-sufficiency including realizing the American dream of homeownership. HACEP also provides a variety of other programs such as education, recreation, anti-drug programs; job training, small business development, community organization and others that are designed to help residents of public housing achieve self-sufficiency and economic independence.

Their ambitious construction and modernization program ensures that all of their properties meet or exceed the Department of Housing and Urban Development's housing quality standards. Many of their developments represent some of the best housing stock in El Paso.



Paisano Green Community 2

Governing Board:

The Authority is governed by a five-member Board of Commissioners appointed by the Mayor of the City of El Paso. One member represents the residents of the Housing Authority. The Housing Authority Chief Executive Officer reports to the Board of Commissioners. The Authority has a budgeted staff of 450 in 10 major divisions.

The Mission:

The mission of the Housing Authority of the City of El Paso, TX is to provide safe, decent and affordable housing for assisted families at or below 80 percent of area median income.



Alamito Terrace Mid-Rise

The Values:

- People
- Safety
- Winning attitude
- Diversity

The Position:

Due to an aggressive growth in HUD managed programs (HACEP) is looking for a top notch Chief Operating Officer to join its vibrant team of top executives who will make a lasting impact on the operations of the Authority and the community at large. This position reports to the CEO.

The Department:

The operation of the Housing Authority is headed by the Chief Operating Officer who provides oversight to the Office of Public Housing, the Office of Section 8 Housing Choice Vouchers and the Office of Development and Capital Funds Programs.

Responsibilities:

- Assist the Chief Executive Officer (CEO) in the management of the Authority's assigned programs.
- Function as alternate liaison between the Authority and the Board of Commissioners, HUD, state and local jurisdictions.
- May be assigned by (CEO) to communicate with members of Congress, federal, state and local governmental officials, resident organizations, community organizations, business firms and news media regarding Authority matters.
- Assist the (CEO) in the preparation of reports and recommendations for the HACEP Board of Commissioners (BOC).
- Develop, plan and implement internal policies, programs, goals and objectives with the approval of the CEO.
- May act as the CEO when the CEO is absent, as assigned.
- Monitor the day to day activities of the following departments: Development and Capital Projects. Public Housing Non-ACC & LIHTC and Section – 8
- Assist in and coordinate the preparation and timely submission of HACEP's grant applications, annual budgets and monitor expenditures during the year.
- Submit reports and statistics required by HUD.



Picks Up on Campus!



KaBOOM! Playground at Eisenhower

The Ideal Candidate:

The Chief Operating Officer will be a strong, results oriented manager; experience in Section 8 and public housing is preferred. Budget experience and a strong knowledge of asset management are important for this position. This person must be able to streamline operations, increase efficiency, and provide direction to the departments. The successful candidate will be forward thinking and committed to creating and improving processes. This individual should have experience in strategic planning and organizational development.

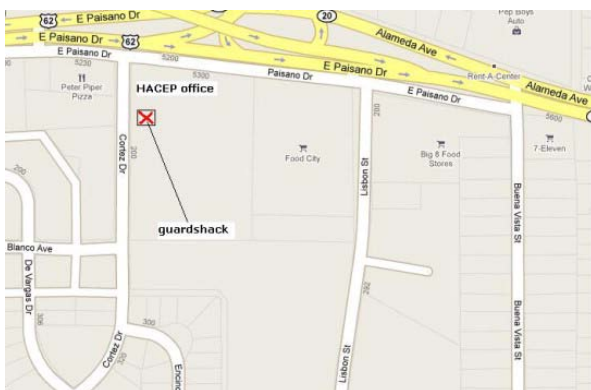
This is a key position within the Housing Authority and it is essential for the successful candidate to work closely with the CEO in carrying out initiatives and setting the tone and vision for the employees of the Housing Authority. The ideal candidate will need to be an effective and collaborative business partner. This person should have strong interpersonal skills and must have the capacity and interest to be an effective mentor and leader for staff. He/she must exhibit strong coordination and relationship-building skills in working with the entire organization.

The successful candidate must set a positive example of competence, professionalism, energy and work ethic to the organization. Advanced written and oral communication skills are imperative for this position.

Education and Experience:

Qualified candidates will have a Bachelor's Degree from an accredited college with major coursework in Business, Public Administration or a related field. A Master's Degree is preferred.

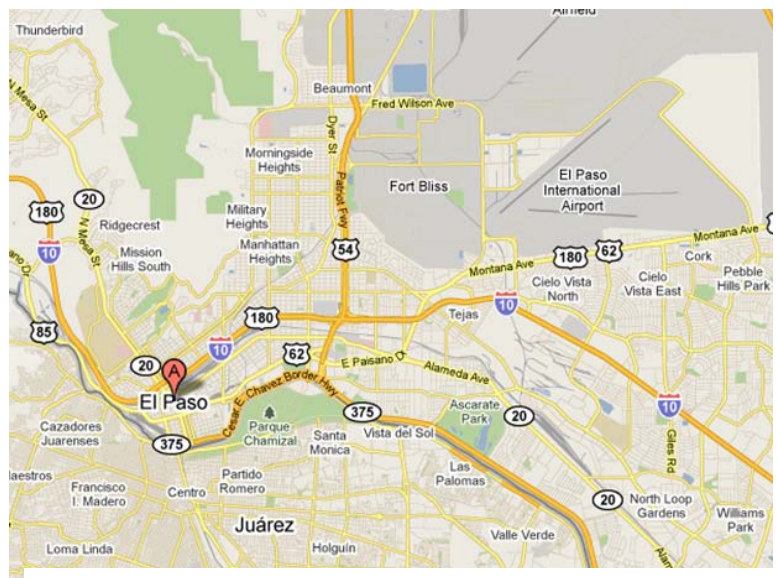
This position requires six or more years of progressively responsible supervisory experience in public housing or in a closely related field. Qualified candidates must possess a valid United States Driver's License and be bondable and eligible for coverage under fleet auto insurance.



Map of Housing Authority of the City of El Paso

Salary:

The Housing Authority of the City of El Paso is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.



Map of El Paso

How to Apply:

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: HACEP

Deadline for resumes: 7/23/2010

Affion Public

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Harrisburg, PA 17101

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