



Commonwealth of Pennsylvania
**Deputy Executive Director Housing Authority (Local
 Government) - Bethlehem Housing Authority**

SALARY	\$90,000.00 - \$110,000.00 Annually	LOCATION	Northampton County, PA
JOB TYPE	Civil Service Permanent Full-Time	JOB NUMBER	CSSC-2024-88353-L0260
DEPARTMENT	Local Government	DIVISION	CS Bethlehem City Housing Auth
OPENING DATE	08/16/2024	CLOSING DATE	9/14/2024 11:59 PM Eastern
JOB CODE	L0260	POSITION NUMBER	80007960
UNION	Non Union	BARGAINING UNIT	LG
PAY GROUP	LG	BUREAU / DIVISION CODE	88327103
BUREAU / DIVISION	Bethlehem City Housing Authority	WORKSITE ADDRESS	Monocacy Tower
WORKSITE ADDRESS	645 Main Street, 4th Floor	CITY	Bethlehem, Pennsylvania
ZIP CODE	18018	CONTACT NAME	Diana Moreno
CONTACT PHONE	610.865.8312	CONTACT EMAIL	dmoreno@betha.com

THE POSITION

Are you a dedicated and detail-oriented professional who possesses administrative supervisory experience and is looking for a fantastic career to utilize your skills? The Bethlehem City Housing Authority is eager to welcome a Deputy Executive Director to provide leadership and share your knowledge and innovation! Take pride in the challenging, yet rewarding work you accomplish for those in your community. We look forward to hearing from you!



DESCRIPTION OF WORK

Within this essential role, you will assist in planning, directing, and coordinating a substantially sized housing authority program consisting of 1,454 public housing units and the 475 Section 8 housing units. Primary responsibilities also include participating in the organization and implementation of the housing authority's financial, accounting, and budgeting policies, regulations, and requirements.

As the Deputy Executive Director for the Housing Authority, you will coordinate staff activities, provide recommendations relative to submitted programs and projects, identify and plan renovations and maintenance activities, implement approved and funded programs, and design and coordinate a variety of programs. You will also be involved in the preparation and presentation of reports to the Executive Director.

Excellent interpersonal and communication skills are necessary to assist in supervising subordinate staff and resolving departmental issues. You will be responsible for handling grievances and tenant issues that arise through a hearing procedure, in addition to supervising maintenance staff, service contracts, and vacancy turnaround times. You will manage procurement and the policies thereof, as well as ensure adherence to the policies throughout all departments.

Our ideal candidate will have:

- Knowledge of nonprofit management experience with demonstrated results in organizational planning, financial management, business development, and program management.
- Knowledge in public housing and nonprofit grant writing and generating capital regarding the development and expansion of affordable housing.

Work Schedule and Additional Information:

- Full-time employment
- Work hours are 8:00 AM to 4:30 PM, Monday - Friday, with a 30-minute lunch.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

QUALIFICATIONS

Minimum Experience and Training Requirements:

- Two years of professional administrative supervisory experience in a housing authority or other publicly or privately owned government subsidized housing and a bachelor's degree; **or**
- Three years of professional administrative experience in residential property management, which included two years of supervisory experience, and a bachelor's degree; **or**
- An equivalent combination of experience and training which included two years of professional administrative supervisory experience in subsidized housing **or** three years of professional administrative experience in residential property management, which included two years of supervisory experience.

Other Requirements:

- This particular position also requires you to possess a valid driver's license which is not under suspension.
- You must meet the [PA residency requirement](#). For more information on ways to meet PA residency requirements, follow the [link](#) and click on Residency.
- Hiring preference for this vacancy may be given to candidates who live within Lehigh and Northampton counties. If no eligible candidates who live within these counties apply for this position, candidates who reside in other counties may be considered.
- You must be able to perform essential job functions.

How to Apply:

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.
- **Failure to comply with the above application requirements may eliminate you from consideration for this position.**

Veterans:

- Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to www.employment.pa.gov/Additional%20Info/Pages/default.aspx and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

Telecommunications Relay Service (TRS):

- 711 (hearing and speech disabilities or other individuals).

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer in advance of your interview date.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

EXAMINATION INFORMATION

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.
- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
 - your score may be lower than deserved.
 - you may be disqualified.
- You may only apply/test **once** for this posting.
- Your results will be provided via email.

Agency

Commonwealth of Pennsylvania

Address

613 North Street

Harrisburg, Pennsylvania, 17120

Website

<http://www.employment.pa.gov>

Deputy Executive Director Housing Authority (Local Government) - Bethlehem Housing Authority Supplemental Questionnaire

*QUESTION 1

Do you possess a valid driver's license which is not under suspension?

Yes

No

*QUESTION 2

If you answered "Yes" to the previous question, please provide the issuing state and license number. If you answered "No" type N/A in the box.

*QUESTION 3

Do you possess two or more years of full-time professional administrative supervisory experience in a housing authority or other publicly or privately owned government subsidized housing?

Yes

No

*QUESTION 4

If you are claiming experience in the above question, please list the employer(s) where you gained this experience and details of the supervisory experience in the text box below. The employer(s) and a description of the supervisory experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

*QUESTION 5

Do you possess three or more years of full-time professional administrative experience in residential property management, which included two years of supervisory experience?

Yes

No

*QUESTION 6

If you are claiming experience in the above question, please list the employer(s) where you gained this experience and details of the supervisory experience in the text box below. The employer(s) and a description of the supervisory experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

*QUESTION 7

You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application or result in a lower-than-deserved score or disqualification. You must complete the application and answer the supplemental questions. Resumes, cover letters, and similar documents will not be reviewed for the purposes of determining your eligibility for the position or to determine your score.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide

documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each question carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. The "Level of Performance" you choose must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered. In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.

If you have general questions regarding the application and hiring process, please refer to our [FAQ page](#).

Yes

*QUESTION 8

WORK BEHAVIOR 1 – SUPERVISION

Performs the full range of supervisory duties including assigning and reviewing work, providing guidance, training subordinates or arranging for the training of subordinates, evaluating work, providing discipline, and monitoring and approving leave.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- A. I have experience performing supervisory duties which included assigning work, approving leave, disciplining employees, and evaluating employee performance. This supervisory experience included second level supervision (supervising a supervisor).
- B. I have experience performing supervisory duties which included assigning work, approving leave, disciplining employees, and evaluating employee performance. This supervisory experience was first level supervision (supervising non-supervisory staff).
- C. I have NO experience related to this work behavior.

*QUESTION 9

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience.
2. The duties you performed as a supervisor.
3. Your level of responsibility.

*QUESTION 10

WORK BEHAVIOR 2 – WRITE AND MONITOR GRANT APPLICATIONS AND CONTRACTS

Writes grant applications for the procurement of housing authority funding and awards. Applies for grants under the Low Income Housing Tax Credit (LIHTC) program. Writes service provider contracts for awarding grant funding from federal, state, and local financial resources, as well as the LIHTC. Monitors grants/contracts for quality, cost effectiveness, and compliance with federal, state, and local regulations and policies. Recommends action plan if corrections are needed.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- A. I have experience writing grant applications or service provider contracts related to Housing Authority AND applying for grants under the Low Income Housing Tax Credit (LIHTC) program, as well as monitoring grants and recommending corrective actions.
- B. I have experience writing grant applications or service provider contracts related to Housing Authority, as well as monitoring grants and recommending corrective actions.
- C. I have experience writing grant applications or service provider contracts. This was NOT related to Housing Authority.
- D. I have successfully completed college-level coursework or training related to grant writing or contract management.
- E. I have NO experience or coursework related to this work behavior.

***QUESTION 11**

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience.
2. Your experience writing and monitoring grant applications or service provider contracts.
3. Your experience applying for grants under the LIHTC.
4. Your level of responsibility.

***QUESTION 12**

If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

***QUESTION 13**

WORK BEHAVIOR 3 – REVIEW OPERATIONS AND MAKE RECOMMENDATIONS

Reviews operating methods, procedures, and the provision of services and makes recommendations for programming and policy changes to ensure that the Authority's operational functions are performed effectively, efficiently, and in accordance with applicable federal, state, and local laws and regulations.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- A. I have experience reviewing HOUSING AUTHORITY operating methods, procedures, or the provision of services and making recommendations for programming and policy changes.
- B. I have experience reviewing operating methods, procedures, or the provision of services and making recommendations for programming and policy changes. This was NOT related to the HOUSING AUTHORITY operations.
- C. I have experience reviewing operating methods, procedures, or the provision of services. SOMEONE ELSE made recommendations for programming and policy changes.

- D. I have successfully completed college-level coursework related to research methods, policy development, or program administration.
- E. I have NO experience or coursework related to this work behavior.

***QUESTION 14**

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience.
2. Your experience reviewing operations and procedures and making recommendations, including the setting (Housing Authority, non-profit, or other agency type).
3. Your level of responsibility.

***QUESTION 15**

If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

QUESTION 16*WORK BEHAVIOR 4 –FINANCIAL PLANNING AND FUNDING**

Creates administrative plans to maintain and fund agency operations. Ensures the most effective and efficient use of the Agency's resources by allocating and refocusing resources to address key priorities. Develops new funding sources for programs and support services, while ensuring fiscal responsibility.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- A. I have experience creating administrative plans to maintain and fund agency operations; ensuring effective and efficient use of agency resources; AND developing new funding sources for programs and support services.
- B. I have experience creating administrative plans to maintain and fund agency operations; ensuring effective and efficient use of agency resources; OR developing new funding sources for programs and support services.
- D. I have successfully completed college-level coursework related to budgeting, management, or business statistics.
- E. I have NO experience or coursework related to this work behavior.

***QUESTION 17**

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience.
2. Your experience creating, maintaining, or monitoring agency or organization plans or budgets.
3. Your experience developing new funding sources.

4. Your level of responsibility.***QUESTION 18**

If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* Required Question