QUADCO MANAGEMENT SOLUTIONS, INC.
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OPEN RECRUITMENT

Job Announcement

July 18, 2018

Position Title:	Director, Operations
Supervisor:	President
Classifications:	Exempt
Closing Date:	Until Filled
Annual Salary:	Negotiable

To apply for this position, check here:

SUMMARY:

Under the direct supervision of the President, the Director of Operations will work closely with all department heads and external clients. Provide training and act as a resource for all on-site personnel. Provide a foundation for developing and coaching site teams in areas to include REAC, LIHTC, HUD, Rural Development regulations and best practices for resident retention.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assist HR in developing and maintaining consistent training schedules and maintenance programs.
- Staff supervision and development.
- Assist Regional Manager in developing and adhering to on-site training standards.
- Fill in for maintenance supervisor's vacancies and vacations.
- Oversee Pre-REAC inspection process and related projects.
- Assist in contract, expenses and cost control.
- Visit sites in absence of, or to assist Area Managers in mentoring managers and monitor ongoing issues at properties.
- Write and present status reports to leadership teams and owners.
- Review site budget estimates with Regional Portfolio Supervisor and submit to President for approval.
- Assist in directing staff in preparing for reviews by regulatory agencies, lenders, and investors.
- Ensure Area Managers and site teams comply with current applicable landlord-tenant law and fair housing law including reasonable accommodation procedures and policy.
- External relations.
- Tenant relations.
- Actively participate in senior management team meetings and trainings.
- Oversee RFP / Bidding process for all vendor contracts. (New construction and in place Rehabs of existing properties.
- Budget cost control over all maintenance shops.
- Ensure adequate inventory is readily available.
- Oversee various construction and rehab projects, keeping all team members appraised of project s

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB COMPETENCIES:

- Knowledge of the principles, practices, and techniques of property management.
- Knowledge of marketing strategies, processes and available resources.
- Knowledge of applicable laws, regulations, standards, policies and procedures within specific programs.
- Knowledge of financial business analysis techniques.
- Skill in budget preparation and fiscal management.
- Knowledge of the low-income housing tax credit and tax-exempt bond programs.
- Strong ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Ability to read and interpret complex state and federal legislation.
- Knowledge of general office procedures and practices, business English and math;
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective and courteous relationships with other employees and other business contacts.
- Above average analytical and reasoning skills.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements; anticipate potential problems and needs in order to develop and initiate appropriate corrective action;
- Uses sound judgment to make and implement decisions.
- Effectively initiate and manage work projects.
- Effectively relate to and deal with public and private agencies and residents in order to accomplish organizational goals and complete projects.
- Delegate duties and assignments in order to achieve objectives.
- Strong interview and talent evaluation skills are required.

EDUCATION AND/OR EXPERIENCE:
Bachelor's degree in Business, Finance, Real Estate or related field from a college or university. Minimum ten (10) years combined and progressive experience in real estate development and property development with a housing authority or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

TECHNICAL SKILLS:
To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.