

JOB PROPOSAL

Job Title: Public Housing Director

Organization: Rochester Housing Authority

Location: Rochester, NY



Trusted Hiring Partner

GP
GOMEZ PARTNERS

ABOUT ROCHESTER HOUSING AUTHORITY

RHA's Mission

Everyone living in the region will have access to high quality, safe, affordable housing in communities free of the barriers that prevent individuals and families from realizing and achieving their goals and sustaining self-sufficiency.

About RHA

The Rochester Housing Authority (RHA), established in 1955, is a mission-driven public corporation dedicated to providing safe, affordable housing and supportive services to over 27,000 low-income individuals and families across the Greater Rochester area. With a commitment to equity, inclusion, and community empowerment, RHA goes beyond housing to eliminate barriers and foster opportunities for residents to thrive.

RHA manages over 2,300 public and affordable housing units and administers a wide range of HUD-funded rental assistance programs, including Housing Choice Vouchers, Project-Based Vouchers, and specialized supportive housing initiatives. The agency also offers robust resident services such as Family Self-Sufficiency, homeownership programs, and elderly and disabled support coordination.

With a staff of 190 and a strong leadership team, RHA operates under the guidance of a seven-member Board of Commissioners. The organization is recognized as a HUD High Performer in several key areas and is committed to compliance, diversity, and economic inclusion through its Section 3 and MWBE initiatives.

Why Join the Rochester Housing Authority?

Joining the Rochester Housing Authority as Public Housing Director offers a unique opportunity to lead critical housing operations that directly impact thousands of lives. In this role, you'll oversee a diverse portfolio of properties, manage dedicated teams, and ensure high standards in compliance, maintenance, and resident satisfaction. RHA provides a collaborative, mission-driven environment where your leadership will help shape the future of affordable housing in a vibrant and inclusive community.



THE COMMUNITY

Welcome to Rochester, New York – A City of Innovation, Culture, and Community

Rochester, NY is a vibrant, mid-sized city nestled along the southern shore of Lake Ontario. Known for its rich history of innovation, world-class education, and strong sense of community, Rochester offers the perfect blend of urban energy and small-town charm.

What Rochester is Known For

- **Innovation & Industry:** Birthplace of iconic companies like Kodak, Xerox, and Bausch + Lomb, Rochester has a legacy of invention and entrepreneurship.
- **Education & Research:** Home to the University of Rochester and Rochester Institute of Technology (RIT), the city is a hub for research, technology, and the arts.
- **Affordability:** Rochester consistently ranks as one of the most affordable cities in the U.S., with a low cost of living and high quality of life.

Things to Do in Rochester

- **Arts & Culture:** Explore the Memorial Art Gallery, catch a performance at the Rochester Philharmonic Orchestra, or enjoy live theater at Geva Theatre Center.
- **History:** “Rochester’s Son” - Frederick Douglass Monument, Susan B. Anthony Museum & House
- **Outdoor Adventures:** Hike or bike along the Genesee Riverway Trail, kayak on the Erie Canal, or visit nearby Finger Lakes for wine tasting and waterfalls.
- **Family Fun:** Visit the Strong National Museum of Play, the Seneca Park Zoo, or enjoy year-round festivals like the Lilac Festival and Jazz Fest.
- **Food Scene:** From farm-to-table dining to the famous “Garbage Plate,” Rochester’s culinary scene is diverse, creative, and delicious.

Why You’ll Love Living Here

- Short commutes and easy access to nature
- A welcoming, diverse community
- Four beautiful seasons with plenty of year-round activities
- A growing downtown with new development and revitalization



JOB SUMMARY

The Public Housing Director is an administrative and managerial position responsible for overseeing all aspects of property management for multiple properties within RHA.



Responsibilities include:

- Day-to-day operations
- Marketing
- Leasing
- Maintenance
- Tenant compliance

Reports to:

- Executive Director

Supervises:

- Property Managers
- Application Processing Center staff

JOB RESPONSIBILITIES



Program Oversight & Compliance

- Plans and coordinates the operations of the public housing program by developing and revising program policies and procedures, ensuring adherence to HUD compliance and reporting requirements.
- Oversees the management of properties owned by RHA, ensuring adherence to financial guidelines and property standards.
- Prepares housing and financial reports pertaining to assigned properties.

Staff Management & Supervision

- Supervises staff by assigning and evaluating work, initiating disciplinary actions, and conducting performance evaluations.
- Directs the operations of the sector office in the preparation and maintenance of tenant records, cost reports, requisitions, budget estimates, and related management records and reports.

Occupancy & Leasing

- Maximizes occupancy rates of RHA-owned properties by conducting market comparisons and reviewing rent rolls and turnover rates.

Maintenance & Contract Oversight

- Establishes priorities and schedules for maintenance and preventive maintenance activities at RHA properties.
- Reviews work performed by independent contractors to ensure adherence to contract terms.

Resident & Community Engagement

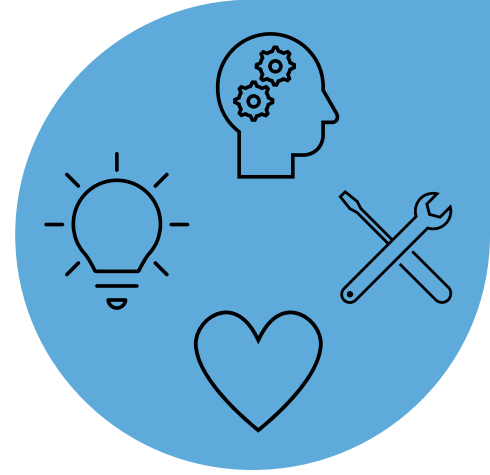
- Meets with Tenant Commissioners, Tenant Relations Committees, and community organizations to address resident complaints and concerns.

Strategic Collaboration

- Collaborates with the Property Development Department to plan and coordinate capital funding programs, property acquisitions, and disbursements.

ENTRY LEVEL

KNOWLEDGE, SKILLS, ABILITIES



Technical Knowledge Of

- Public housing management
- Real estate terminology and practices
- Capital programs and potential funding sources
- Principles and practices of
 - Office management
 - Fiscal management
 - Building maintenance activities
 - Marketing
 - Contract administration

Supervisory & Administrative Skills

- Knowledge of effective supervisory practices
- Ability to plan, organize, set priorities, review, and supervise the work of professional, clerical, and maintenance staff
- Ability to establish and evaluate policies and procedures and recommend improvements

Analytical & Reporting Abilities

- Ability to read, understand, and interpret complex written and numerical information
- Ability to access the cost of building maintenance and preventive maintenance tasks and projects
- Ability to prepare numerical or tabular reports
- Ability to prepare clear and concise written reports and correspondence

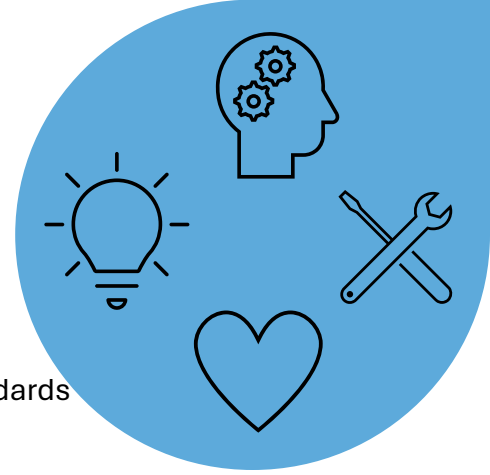
Communication & Interpersonal Skills

- Ability to explain complex information in a manner understandable to the audience
- Ability to deal tactfully and professionally with a variety of people

Technology Proficiency

- Ability to use a personal computer and common office software

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES



Legal & Regulatory Knowledge

- Knowledge of the New York State Public Housing Law
- Knowledge of local laws and codes governing housing standards
- Knowledge of HUD compliance and reporting requirements
- Knowledge of the HUD budget process

Organizational & Policy Knowledge

- Knowledge of RHA administrative policies and procedures
- Knowledge of RHA's personnel procedures and labor union contract

SPECIAL REQUIREMENTS

- Possession of a New York State Class D License at time of appointment. Licensure must be maintained throughout employment.
- Possession of a Public Housing Management or Asset Management Certification from an approved certifying organization as detailed in the regulations of the Department of Housing and Urban Development within one year of appointment.

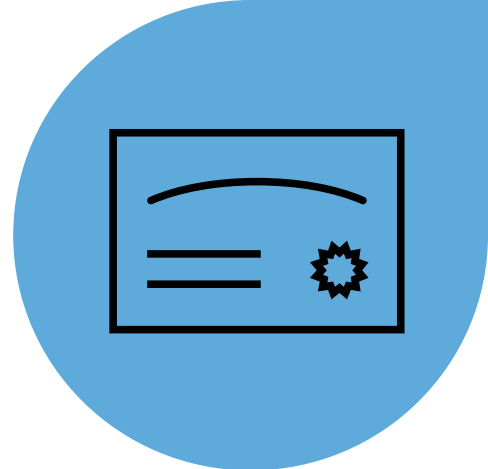
MINIMUM DESIRED QUALIFICATIONS

Candidates must satisfy the following minimum qualifications to be considered.

High school diploma **OR** GED

PLUS

ONE (1) OF THE REQUIREMENTS LISTED BELOW



Bachelor's degree from an accredited college or university in:

- Business Administration
- Public Administration
- Real Estate Management
- Or a closely related field

AND

Three (3) years of experience providing property management services, two (2) years of which must have included the supervision of a clerical and maintenance staff.

OR

Associate's degree from an accredited college or university in:

- Business Administration
- Public Administration
- Real Estate Management
- Or a closely related field

AND

Five (5) years of experience providing property management services, two (2) years of which must have included the supervision of a clerical and maintenance staff.

OR

Seven (7) years of experience providing property management services, two (2) years of which must have included the supervision of a clerical and maintenance staff.

SALARY RANGE

\$76,234 - \$114,350

BENEFITS - FULL TIME EMPLOYEES

- New York State Retirement System
- Health/Dental/Vision Insurance
- Health Insurance Opt-out
- Holidays
- Life Insurance
- Vacation, Sick Personal Leave
- Bereavement Leave
- Flexible Spending Accounts (FSA)
- Disability Insurance (Short/Long Term)
- Tuition Assistance Program

APPLY NOW

Why Choose RHA for Your Next Leadership Opportunity?

- **You want to lead impactful housing operations** that directly improve the lives of thousands of residents.
- **You're ready to drive operational excellence** in property management, compliance, and resident engagement.
- **You value team leadership and development** and want to mentor and manage a dedicated staff.
- **You're passionate about public service** and committed to maintaining high standards in affordable housing.
- **You want to work in a collaborative environment** where your expertise shapes housing strategy and community outcomes.
- **You're excited to live and work in Rochester, NY**—a city known for its affordability, cultural richness, and strong sense of community.

To apply for the Public Housing Director position with Rochester Housing Authority, please visit www.davidgomezpartners.com or send your resume to Recruiting@DavidGomezPartners.com.

