



## JOB POSTING

**DATE:** February 06, 2019  
**JOB TITLE:** Director of Modernization & Development  
**REPORTS TO:** CEO  
**SALARY:** Negotiable  
**FLSA STATUS:** Exempt  
**DEADLINE:** Wednesday February 13, 2019 or until filled

### JOB SUMMARY

Responsible for managing the procurement and contract administration for the Housing Authority's modernization programs, extraordinary maintenance, betterment, and additions; affordable housing development; housing authority wide procurement and contract administration; section 3 and 504 compliance; and the housing authority business certification program.

### MAJOR JOB RESPONSIBILITIES

- Maintains knowledge of regulations governing procurement and ensures that all procurement activity is in compliance with current regulations.
- Prepares or supervises preparation of all procurement solicitations and ensures adherence to Agency and HUD procurement policies.
- Monitors all contracts to include architectural, engineering and professional services, for compliance with all appropriate PHA and HUD regulations and policies and construction schedule coordination.
- Establishes or creates and implements procedures for monitoring compliance with contract requirements, including Section 3 compliance.
- Reviews bids submitted by qualified bidders to check for compliance with contract requirements.
- Manages public housing special applications (ie: demolition, disposition, acquisition, and relocation) and unit inventory management (ie: PIC).
- Directs the development of the capital fund work activities for the five-year plan and annual plan submissions, coordinates with asset management staff, reviews final draft submission for approval to Executive. Directs and reviews all capital fund budget revisions.
- Leads the development team for affordable housing new construction, including responsibility for the preparation of all development plans and submission requirements for HUD both at the Field Office and HUD headquarters, as applicable.
- Benchmarks with peers inside and outside public housing using information gained to recommend and implement improvements to departments, and also to measure and compare Peoria Housing Authority performance against that of other organizations.

**Submit resume by Wednesday February 13, 2019, 5pm or until filled to:**

Name: Bret Stone/Human Resources Director  
Address: PHA Administration Building, B100 S. Richard Pryor Place, Peoria, IL 61605  
Email address: bstone@pha.peoria.il.us

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