

An Outstanding Career Opportunity

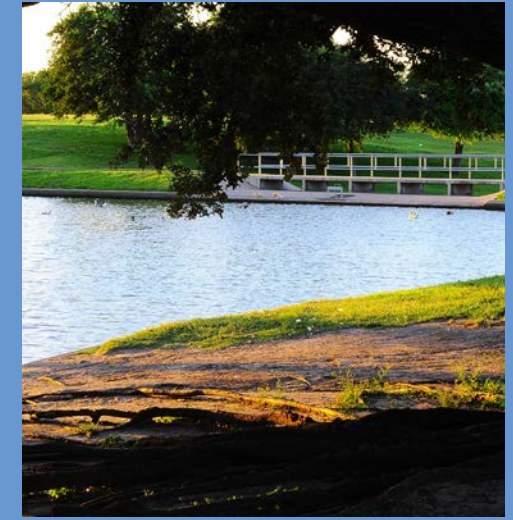
Vice President of Housing Choice Voucher Program

for the

Corpus Christi Housing Authority & Affiliates



Recruitment Services Provided By Ralph Andersen & Associates



The Opportunity

Nationally award-winning and designated by HUD as a high-performing organization, the Corpus Christi Housing Authority & Affiliates (CCHAA) is conducting a national search for the position of Vice President of Housing Choice Voucher Program (HCVP). Reporting directly to the Chief Executive Officer, this is an extraordinary career opportunity to join one of the most creative and innovative housing authorities in the United States. Now in its 85th year of service, CCHAA provides rental subsidies and develops affordable housing for low-income families, seniors, and persons with disabilities living in the City of Corpus Christi. The Vice President of HCVP oversees this important program comprising over 3,300 vouchers and approximately \$33 million in annual funding with a staff of 18 full-time employees.



About Corpus Christi

As a Gulf Coast community of over 326,000 residents, Corpus Christi's tropical climate features 31 miles of open beaches on the Gulf of Mexico, Nueces Bay, and Corpus Christi Bay. The community boasts the largest seaport in the United States by tonnage and is a center for petrochemical manufacturing, large-scale fabrication, marine research, maritime shipping, and tourism.

Corpus Christi residents are in the enviable position of enjoying the convenience, friendliness, safety, air quality (Corpus Christi is the largest industrial area in the U.S. that is in compliance with EPA Air Quality standards), and lower cost-of-living experienced in smaller cities while also having access to the following big-city amenities:

- ◆ AA minor league baseball team, the Corpus Christi Hooks, who play at Whataburger Field;
- ◆ The 10,000-seat American Bank Center, which is home to the Corpus Christi Ice Rays of the North American Hockey League, and hosts conventions, concerts, and shows;
- ◆ Texas A&M University – Corpus Christi Campus preparing more than 10,000 students;
- ◆ Corpus Christi Naval Air Station;
- ◆ The USS Lexington (World War II aircraft carrier) Museum on the Bay, the Art Museum of South Texas, the Texas State Aquarium, the Harbor Playhouse (the oldest continually performing theatre in Texas), and the Corpus Christi Museum of Science and History;
- ◆ The Asian Cultures Museum and Educational Center; and
- ◆ Various outdoor activities, including windsurfing, kiteboarding, beachcombing, sunbathing, dolphin viewing, sailing, fishing, and hunting. In addition, there is a magnificent 14-foot high seawall that stretches for 2 miles along the Corpus Christi Bay waterfront. The seawall protects downtown from the bay water while providing a scenic place to enjoy a walk, run, or bike ride.

Corpus Christi experiences more than 6 million visitors annually, with up to 80,000 visitors per day at peak tourist times such as Spring Break. Dubbed “The Isles of Texas,” the region is buffered from the Gulf of Mexico by several barrier islands, including Padre and Mustang. The community serves as a point of entry into the highly acclaimed 133,000-acre Padre Island National Seashore, one of the few remaining undeveloped barrier islands in the world. Also, the National Audubon Society named Corpus Christi the “Birdiest City in America” for its access to many varieties of exotic birds. Finally, history buffs can enjoy the restored historical homes of Heritage Park, some dating back to the late 1800s.

Corpus Christi enjoys similar temperatures to those of other Gulf Coast regions but with lower precipitation as it is in a semiarid region. There is an annual average of 288 sun-filled, rain-free days. Average high temperatures in the summer are in the low 90's. The coldest month, January, has typical nighttime lows of slightly less than 50 degrees, and wintertime highs in the 70's and 80's are common.

There are five school districts located in the Corpus Christi area, along with several parochial and private schools. Higher and continuing education is found at Texas A&M University-Corpus Christi and Del Mar College. Texas A&M-Corpus Christi is a fast-growing, 10,000-student campus and boasts one of the most unique, world-class waterfront campuses in the world. Texas A&M-Corpus Christi has both Division 1 and Southland Conference athletics.

The Corpus Christi International Airport offers commercial air service through Southwest Airlines, American Airlines, and United Airlines. Interstate 37 as well as several U.S. and state highways serve the area, providing approximately a two-hour drive to San Antonio, a three-hour drive to Houston, and three- and one-half hour drive to Austin. The Corpus Christi Regional Transportation Authority offers buses, harbor ferries, vanpools, and rideshare programs.

Governing Structure

The Corpus Christi Housing Authority (CCHAA) is governed by a five-member Board of Commissioners appointed by the Mayor of the City of Corpus Christi. One of the Board of Commissioners is a resident of the Housing Authority. The President/Chief Executive Officer reports to the Board of Commissioners. CCHAA Commissioners are an active and involved Board with expectations for a collaborative and transparent approach and for timely and effective communication.

The Organization

With a total 2024 total budget of just over \$75 million and 120 capable full-time employees, the President/CEO has a high-performance executive management team assisting in the operations of the CCHAA.

The Authority has been very successful in working with a variety of public and non-profit organizations in real estate development, property management, customer services, and administrative functions and has particularly strong partnerships with the City of Corpus Christi and the U.S. Department of Housing and Urban Development (HUD). CCHAA works with several affiliate organizations and partners, such as Bluebonnet Gardens, the umbrella affiliate for CCHAA's twelve properties. Other affiliates include Thanksgiving Homes, Bahia, Corban LLC, Hampton Port LLC, and Sea Breeze LP.

Today, the Corpus Christi Housing Authority houses more than 10,000 people, has more than 2,200 units available, and administers over 3,300 vouchers.

The Housing Authority operates five family resource centers throughout the city to provide group mentoring, tutoring/scholastic skills, and recreation to youths aged six to seventeen after school and during the summer.

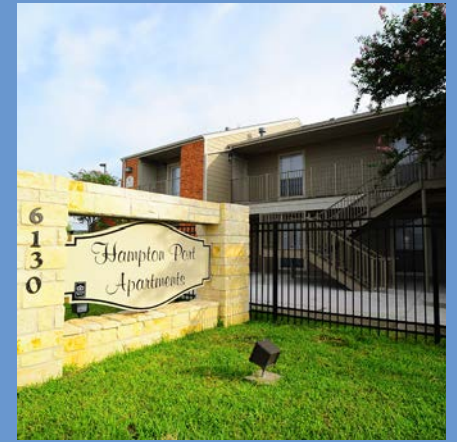
CCHAA services include assistance to the elderly with daily living, medical needs, and transportation, while its family assistance programs provide help with childcare, transportation, counseling, dispute resolution, and housekeeping.

The wide array of social services supplements the Corpus Christi Housing Authority's primary purpose, to provide economical housing to low-income residents, a mission it will continue to perform if needed.

Property Portfolio – The Authority's portfolio includes 1,836 Units of housing at eleven sites: 158 housing Units at Wiggins Homes; 210 Units at Navarro Place; 250 Units at La Armada I; 400 Units at La Armada II; 100 Units at La Armada III; 186 Units at Clairelaine Gardens; 66 Units Parkway Homes I & II; 178 Units at Treyway Terrace; 56 Units at Ruthmary Price Place; 38 Units at McKenzie Manor I & II; 30 Units at Leeward Homes; and 42 Units at Andy Alaniz I & II. All of CCHAA's public housing has been converted to HUD's newest platform: Rental Assistant Demonstration. Additionally, CCHAA has moved development towards single-family homes.

Tax Credit Portfolio – 200 Units at Sea Breeze, 110 Units at Hampton Port, and 128 Units at Corban Townhomes.

Thanksgiving Homes – CCHAA is celebrating the completion of its 100th New Smart Home. The new homes are available for those wishing to buy or to rent a new home that includes all the features today's homebuyer or renter is looking for but at much more affordable prices. The new homes are completed without federal, state, or even local tax-payer assistance.



The Position

With a full-time staff of 18, the Vice President of Housing Choice Vouchers Program is an at-will position accountable for contributing to the effectiveness of the Housing Authority and Affiliates by performing a wide range of complex and technical assignments that involve original thinking and independent activity. The Vice President of HCVP is a key position within the Authority. This position must work closely with the CEO in developing and carrying out initiatives, setting the tone, and helping to implement the vision of the Authority. This position sets a positive example of competence, professionalism, energy, and work ethic for the organization.

The Vice President of HCVP serves as the technical expert on all things Housing Choice Vouchers and is responsible for the division's day-to-day operations and supervision of the Housing Choice Voucher Program Team. The position requires excellent organizational and communication skills and an ability to work positively and cooperatively with the rest of the Management Team, landlords, community partners, and CCHA customers. The Ideal candidate must deeply understand and commit to the agency's mission, vision, and values.



The Position *continued*

Duties include but are not limited to the following:

- ◆ Ensures successful operation of the program under the supervision of the Chief Executive Officer;
- ◆ Ensures all Section 8 functions are completed in a professional, accurate, timely, and responsible manner;
- ◆ Serves as Section 8 Program technical expert. Provides technical assistance and/or resources to Section 8, CCHAA staff, and community partners as needed or assigned;
- ◆ Ensures timely compliance with HUD requirements, including intake, recertification, etc., as well as overall program and policy compliance;
- ◆ Ensures development, implementation, and review of departmental internal controls, processes, and procedures;
- ◆ Performs review, analysis, development, and implementation of internal controls, policies, and procedures for the department and the Section 8 Admin Plan;
- ◆ Participates in CCHAA at Informal Hearings;
- ◆ Supervise staff, including delegating work, reviewing work, maintaining deadlines, training, and scheduling;
- ◆ Conducts quality control reviews for accuracy and adherence to policies, procedures, and regulations; Audits files for SEMAP quarterly;
- ◆ Reviews program violations, terminations, patterns, and trends;
- ◆ Actively recruits and retains private landlords or other affordable housing services providers in the area;
- ◆ Hosts CCHAA's Star Upward Mobility Program;
- ◆ Ensures preparation of various reports, budgets, and statistical information to the Chief Financial Officer, Chief Executive Officer;
- ◆ Communicates professionally and effectively with CEO, peers, staff, community partners, as well as program applicants and participants.;
- ◆ Serves professionally and effectively as an active member of the CCHAA Executive Management Team; and
- ◆ Performs other related duties and responsibilities as assigned pursuant to Board action, program changes, and national policy as directed by the Chief Executive Officer.



The Ideal Candidate

The ideal candidate will demonstrate an open, approachable, and informative communication style with a track record of sound judgment and decision-making. Candidates must provide senior-level leadership to all aspects of rental housing management and maintenance in a diverse and dynamic environment. This includes the ability to cultivate creativity and innovation while enforcing accountability and maintaining high standards for customer service and work ethic.

Candidates must have a proven and verifiable track record for creativity, an entrepreneurial mindset, and have demonstrated success in developing and implementing solution-driven results in Housing Choice Voucher Programs. The ideal candidate will be an intelligent, “take charge” leader while also being a team player, collaborative, and consensus builder.

The ideal candidate will be of the highest personal and professional integrity and will promote a sense of credibility, trust, and collaboration within the Department and with other department heads and staff.

Ideal candidates will possess the following knowledge and skills:

- ◆ Working knowledge of Section 8 Housing Choice Voucher Program operations and their role in providing community services;
- ◆ YARDI, PIC, EIV;
- ◆ Technical expertise;
- ◆ HQS (and similar) expertise;
- ◆ Thorough knowledge of principles and techniques of administrative analysis with proven skills in leadership, supervision, personnel administration, and finance;
- ◆ Use of a personal computer with emphasis on Microsoft, Excel, HUD reporting systems, and Yardi;
- ◆ Exceptional analytical ability.;
- ◆ Ability to plan and organize departmental operations and personal workload;
- ◆ Ability to maintain positive working relationships and demonstrate good judgment and integrity with staff, residents, and the public;
- ◆ Ability to work effectively with diverse groups and individuals;
- ◆ Ability to communicate effectively both orally and in writing; and
- ◆ Ability to address the public and present information in a clear, organized, and convincing manner.

In summary, the new Vice President Housing Choice Voucher Program will lead by example, inspiring staff and colleagues to always present their best qualities to the public being served. This top executive will have credibility and a genuine desire to represent the organization and the community served.

Education and Experience

Education – The position requires a Bachelor’s degree in public administration, business, or a related field. An equivalent combination of directly related education and experience may be substituted for the degree.

Experience – This position requires a minimum of four years of progressively responsible managerial experience within a public housing authority, in administration of a Housing Choice Voucher program or a related field, inclusive of management and oversight of staff.

Required – Certified as a Section 8 Housing Manager or certified within one year of employment.

All highly qualified executives are strongly encouraged to submit qualifications for consideration.

The final selection of top-tier candidates will be based on the combination of education and experience that best fits CCHAA’s needs.

The Compensation

The salary for the Vice President Housing Choice Voucher Program is dependent upon qualifications (DOQ) and will be based on the selected candidate’s experience. CCHAA will provide a competitive salary and excellent benefits. Moving and relocation expenses may be included in the employment offer. Further details are available through the recruiting firm of Ralph Andersen & Associates.





To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

This recruitment is open until filled and could close at any time once a strong pool of candidates is established; however, all interested candidates should apply no later than **Monday March 18, 2024** to Ralph Andersen & Associates at apply@ralphandersen.com and should include a compelling cover letter and comprehensive resume. Top candidates will be invited for an interview. The new Vice President Housing Choice Voucher Program is expected to join the organization in May, or at a mutually agreed upon date.

For further information or questions on the recruitment process, please contact Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Texas. Information submitted for consideration may be made available to the public upon request by interested parties, in accordance with public disclosure/open record laws.



Corpus Christi Housing Authority & Affiliates are equal opportunity employers.

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