



Executive Director – Job Description • Qualifications • Requirements

REPORTS TO: HHA Board of Commissioners

SUPERVISES: HHA Staff

PURPOSE:

To provide the leadership and management of the planning, organizing, staffing, direction and control functions of the agency. Interprets and implements policies approved by the Board and is responsible for the administration of Board policies. The position conforms to a Contract between the Board and the Executive Director.

I. ESSENTIAL TASKS OF THE POSITION:

A. Interprets, implements and administers the policies of the Board of Commissioners and all applicable federal and state housing regulations.

1. Supervises the preparation of all material to be reviewed by and to be acted upon by the Board.
2. Acts as secretary to the Board, maintaining appropriate minutes, files and records.
3. Determines appropriate course(s) of action related to adopted policies and procedures.
4. Approves all correspondence, notices and directives dealing with policies issued by the Board for clarity and soundness.
5. Represents the Agency and maintains liaison with regulatory agencies, local officials and community-based organizations, interpreting and explaining the Agency's programs, policies, services, needs and other matters of mutual interest.
6. Attends, on a consistent basis, meetings, workshops, conferences, seminars and other sessions, in order to gain knowledge of new or improved housing programs in the public and private sectors.
7. Keeps informed of changes and innovations in the housing field as to matters of policy and operation.
8. Prepares reports for internal and external use.
9. Acts as the Agency's Public Relations Officer clearing all external statements, reviews and policies before being released to media.
10. Acts as the Agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes.
11. Acts as the Agency's Contracting Officer.
12. Makes recommendations to the Board on adoption of new policies and changes to existing policies.



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B. Provides for the administration, leadership and management of the Agency.

1. Prepares and presents to the Board for approval and subsequently administers and controls the conditions outlined in the Annual Contribution Contracts, annual budgets and other supplemental budgets.
2. Selects, appoints, disciplines, promotes, transfers and terminates all agency employees according to Board policy as amended from time to time.
3. Receives bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.
4. Oversees accounts payables, receivables, cash or other assets (including investments) associated with operating contracts, insurance administration and all internal and external financial operations.
5. Authorizes expenditures/purchase orders in compliance with Board policies.
6. Anticipates Board's, staff's and clients' needs and responds by making executive level decisions where appropriate to improve operations and services.

C. Direct, coordinate, and carry out agency objectives:

1. Designs, implements and administers all Agency functions so as to meet agency PHAS goals.
2. Reviews, maintains and implements all appropriate Agency personnel policies and procedures.
3. Establishes goals and objectives.
4. Compiles agency budget for Board review and approval and reviews entire agency budget.
5. Reviews/approves and implements regulations and notices from governmental and regulatory agencies and responds to such in (written) timely manner.
6. Provides general oversight of the management and maintenance of all housing developments to ensure a high degree of livability at the lowest possible cost.
7. Supervises the purchases of equipment, materials, and labor to satisfactorily meet the standards of good and proper maintenance. Maintains the inventory of supplies and materials.
8. Reviews/approves reports, papers and other records prepared for clarity, completeness, accuracy and conformance with Agency policies.
9. Provides general oversight to the selecting of tenants, the execution of leases, the collection of rents, and the enforcement of leases as required by Board policies and procedures.
10. Supervises and arranges for orientation and training of personnel.
11. Approves leave requests, commendations and disciplinary actions.
12. Maintains a high degree of personal flexibility and capability to address multi tasks and assignments of Agency.
13. Assures confidentiality of all information, processes and data which would be damaging if not properly safeguarded.



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D. Performs other such duties as may be assigned by the Board of Commissioners.

E. The position requires:

1. Ability to establish and maintain effective working relationships with staff members, community and government agencies.
2. Ability to prepare and issue clear and concise instructions, either verbally or in written form.
3. Ability to research and gather essential data relating to housing management/maintenance issues.
4. Working knowledge of governmental regulations.
5. Ability to determine appearance and conditions of all building owned or managed by the Halstead Housing Authority.

II. POSITION REQUIREMENTS AND QUALIFICATIONS

A. Qualification Preferences

1. Experience in housing management, community development, public administration or a closely related field, preference for Bachelor's degree.
2. Significant management and supervisory experience. Experience with Public housing authority or other similar field.
3. Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.
4. Ability to demonstrate sensitivity to the problems and concerns of residents
5. Prior skills in budgeting, personnel management and public relations.
6. Has working knowledge of fiscal management, maintenance systems, personnel and administration management systems in public or private housing.
7. Knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, and the management of local housing authority operations.

B. Unique expertise/certification/registrations required:

1. Ability to travel between various buildings owned and operated by Halstead Housing Authority programs and to other meeting locations as required.
2. Ability to maintain and enforce confidentiality in all assignments
3. Ability to work harmoniously with other personnel
4. Ability to relate to and interact with residents in low and moderate income housing settings.
5. Ability to be flexible and perform work under time pressure.
6. Ability to train and give directions to other staff



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C. Working conditions:

1. Ability to work in an office environment
2. Ability to work in a public housing environment in all weather conditions (hot, cold, humid, dry and wet)

D. Work schedule:

1. Ability to work primarily 40 hours per week
2. Must have the ability to be available on-call 24 hours a day, seven days a week including holidays and to effect appropriate response to such calls. A designee may be appointed to cover during travel or vacations.

E. Equipment used: Competency operating computer(s), printers and general office equipment.

III. APTITUDE REQUIREMENTS:

A. Cognitive:

1. Analytical: a. Ability to apply principles of logical thinking, to define problems, collect data, establish facts and draw conclusions; to interpret a variety of technical instructions b. Ability to deal with several concrete/abstract variables or unknowns simultaneously c. Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form
2. Communication: a. Ability to compose original correspondence, follow rules and regulations and have increased contact with people b. Ability to interview, counsel or advise people c. Ability to understand safety rules, warnings and instructions in the use and maintenance of facility and equipment d. Ability to log in data and draft data summaries and correspondence e. Ability to complete reports with proper format, punctuation, spelling and grammar f. Ability to record and deliver information; to explain complex procedures to others; to follow and give verbal and written work orders g. Ability to answer inquiries from residents/staff/public h. Ability to converse with officials, service providers, disgruntled residents and the general public
3. Mathematical: a. Ability to use practical application of system of real numbers, fractions, percentages and ratio b. Ability to compile, compute and present mathematical information
4. Administrative detail: a. Ability to complete forms; record and locate data accurately and reconcile data from different sources b. Ability to innovate and create analysis

Please Note: The Halstead Housing Authority is an Equal Opportunity Employer.