

Executive Director

Job Description Summary:

The Executive Director is responsible for administration of the housing programs, policies, and personnel of the Housing Authority to include housing management, development, maintenance, and finance management including all grant programs (capital fund, new construction, resident initiatives). Serves as chief of staff support to the Housing Authority's Board of Commissioners. Prepares ongoing and specialized reports for HUD and related sources regarding the Housing Authority's activities, programs, and services.

Essential Functions:

- Supervises the preparation of all material to be reviewed by and acted upon by the Board of Commissioners
- Makes recommendations to the Board of Commissioners and implements upon approval policies, rules, regulations, programs, and budgets for the Housing Authority in accordance with HUD regulations and Executive Committee goals and objectives.
- Ensures compliance with all HUD regulations through an ongoing monitoring of all programs and continual training of Housing Authority staff.
- Develops and controls the Annual and Five-Year Plan, Capital Fund Plan, and budgets.
- Assesses the housing needs and problems of the communities and promotes the various federally funded housing programs that are available.
- Provides oversight and participates in the handling of bids, advertising, and evaluation of proposals received and makes recommendations to the Board of Commissioners concerning the awarding of contracts.
- Applies for additional Public Housing and Housing Choice Vouchers under Section 8, when available.
- Participates in federal audits of the Housing Authority programs
- Reviews, approves, and signs new leases.
- Submits Enterprise Income Verification (EIV) and Public and Indian Housing Information Center (PIC) to HUD.
- Audits and evaluates PIC reports for discrepancies and make corrections to fatal errors in submission.
- Authorizes checks for payables, payroll, and Housing Assistance Payments.
- Compiles Resolutions for Executive Committee meeting.
- Updates Utility Allowances, Payment Standards, Admissions and Occupancy Plan.
- Prepares and submits Section 8 Management Assessment Program (SEMAP).
- Corresponds and interfaces directly with third-party employee benefit carriers.
- Responds verbally and in writing to questions from the public and staff.
- Periodically conducts inspections of buildings and grounds to ensure completion of maintenance activities and tenant satisfaction.
- Accomplishes objectives by supervising staff and organizing and monitoring work processes.

Executive Director

- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and discipling employees.
- Performs other essential duties and tasks as assigned by the Board.

Experience and Education:

- Bachelor's degree in Business Administration, Public Administration, Accounting, or related area; or an equivalent combination of education and experience
- Five (5) or more years management experience working with federally funded programs.
- Basic knowledge of real estate and housing maintenance construction principles.
- Previous HR and Payroll experience preferred.
- Possession of Executive Director Certification from NAHRO or PHADA or obtained within 12 months of hire.

Core Competencies and Skills:

- Judgement & Decision Making
- Adaptability & Reliability
- Ability to Work Independently
- Relationship Building & Respect
- Planning & Organization
- Continuous Quality Improvement

Physical Factors:

- Sedentary – Exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time but may involve walking or standing for brief periods of time.

Working Requirements:

- Required to be on-call for security issues involving the office building.

Travel Requirements:

- Occasional overnight travel for conferences or training.
- Must be available for meetings or activities outside regular office hours.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned. CIRHA is an equal opportunity employer.