

## POSITION DESCRIPTION:

# “EXECUTIVE DIRECTOR”

**REPORTS TO:** Canton Housing Authority Board of Commissioners (BOC).

**JOB SUMMARY:** Provides leadership and organizational direction to the Canton Housing Authority and a possible future Non-Profit Corporation. Provides guidance and staff support to the Housing Authority Board of Commissioners. Administers all programs, policies, and personnel of the Housing Authority to include housing management, maintenance, construction projects, finance, and personnel including grant writing, community development and housing redevelopment.

**SUPERVISION:** Manages, leads, directs or oversees all employees, programs, and development projects of the Canton Housing Authority (CHA).

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** The following represent major essential and secondary duties of the position; however, the below is not intended to be all-inclusive. Canton Housing Authority's BOC expressly reserves the right to change, reassign, revise, or combine job duties at any time in its sole and absolute discretion.

### ESSENTIAL JOB FUNCTIONS:

**1. Accountable for the overall administration of all Housing Authority programs and projects.** Ensures that all programs are operated in compliance with all applicable regulations and within contractual budget parameters. The work involves budget development and monitoring; accounting and finance activities and reports; grant proposals, housing management programs compliance; oversight of tenant and social services; approval and administration of contracting and

procurement policies and actions; agency policy development and administration; facilities management; resolution of technical and/or administrative problems; and staff supervision, training, and professional development. Prepares, or oversees the preparation of all ongoing PHA management audits and specialized reports for HUD regarding the Housing Authority's activities, programs and services. Will oversee the development of future projects, including RAD and possibly other future developments as requested by the Board of Commissioners. Provides regular reports to BOC.

**2. Serves as Chief Staff Support to the Housing Authority's Board of Commissioners.** Develops, presents, and proposes agency agenda issues and items and accompanying recommendations related to visions, goals, programs, policies, contracts, and budgets to the Board. Regularly prepares and presents related progress and activity reports. Implements Board directives, policies, and strategic plans.

**3. Serves as Employee Relations Manager for the agency.** Evaluates agency organizational structure, job classifications, salary comparability, performance evaluations, etc. and makes recommendations to the BOC for improvements and progress while maintaining the organization's positive relationships with its employees and stakeholders.

**4. Participates in the development of new affordable and market value housing based upon community needs, including RAD projects.** The Executive Director Interfaces with lenders, local government

officials, non-profit organizations, architects, contractors, and others to investigate and pursue new, creative approaches to expanding/improving local housing base, including RAD. The Executive Director also may interface with lenders, local government officials, non-profit organizations, architects, contractors, realtors, and others, to investigate new and creative approaches to improving and/or expanding CHA's local housing base.

**5. Represents the Housing Authority on a local, statewide, regional level to promote community awareness of housing programs and services.** Interfaces directly with media, public and private groups, boards, commissions, and professional associations. Makes presentations to groups and/or individuals to elicit information, solicit business and to promote the agency's services and objectives, when needed. Develops, or oversees the development of brochures, reports, news releases, and other information and/or marketing documents. May serve on boards of related associations and groups.

**6. Performs other essential duties and tasks as assigned by the Board.**

### **QUALIFICATIONS:**

**Mandatory Qualifications:** The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires a thorough and extensive knowledge of the principles and practices related to the overall administration of a public housing agency to include personnel management, budgeting, financing, marketing, reporting, policy development and implementation, and program administration.
2. Knowledge of federal grant application

development and the ability to learn and interpret state and federal-assisted housing programs, laws and regulations including interpretation, development, and implementation of policy directives and changes; program compliance; budgeting and finance requirements. Extensive experience working directly in PHA programs in a supervisory or Executive Director capacity with direct budgetary responsibility or oversight is preferred.

3. Requires competent knowledge of real estate development (including financing, design, construction and management). Requires the ability to read, understand and negotiate contracts.
4. Requires extensive experience in managing an organization and personnel including the ability to communicate, train, counsel, and discipline employees effectively, to conduct effective performance appraisals and to create a harmonious working environment.
5. Requires strong written and verbal communication and interpersonal skills as direct communication with supervisors and employees, either individually or in groups, which is an integral part of this job. Evidence of ability to conduct and experience in conducting effective presentations before public and private agencies, government officials, and other groups or individuals.
6. Must be able to develop and implement extensive contacts and also interact with a variety of community groups, government officials, contractors, developers, architects, realtors and other individuals, including persons of varying knowledge and educational levels to elicit information and effectively design, implement and maintain existing and potential new housing programs or redevelopments.
7. Must maintain a personal ethical founda-

tion to foster public trust and maintain professional, honest, and ethical conduct at all times. Must also be diligent, responsible, and hard working.

**Secondary Qualifications:** Although not mandatory, the following attributes will enhance an individual's chance for success in being selected – which qualifications are very desirable:

1. Previous experience as an Executive Director for a PHA and/or like organization.
2. Direct working experience or training in building codes and construction.
3. Knowledge of tenant-landlord laws.
4. Knowledge of database, e-mail, use of Internet, excel spreadsheet and word processing software.
5. Knowledge about and/or successful experience in LIHTC and RAD developments or rehabilitation.

**EXPERIENCE AND TRAINING:** Strong preference for candidates having a degree from a four year college or university with a bachelor's degree in business and/or public administration or an applicable housing field; and six years responsible administrative experience including at least three of those years in a supervisory or management capacity with fiscal oversight including housing management and/or community and housing development; along with training and experience that ensures the ability to perform the duties and responsibilities of the position. Prefer candidate to have prior experience as a PHA Executive Director, and knowledge of HUD requirements and guidelines.

Must have or must be able to become a certified Public Housing Manager within twelve (12) months of employment.

**PHYSICAL REQUIREMENTS AND OTHER DEMANDS OF POSITION:** While performing the duties of the Executive Director position, the Executive Director is frequently required to communicate and exchange information with others in person, in writing and via email and telephone, including interacting with tenants, government officials, and local law enforcement. The employee is required to reach and manipulate objects, tools, controls, or computers. The position requires operating equipment such as a computer, calculator, printer, and other standard office equipment. Requires the physical ability to operate a motor vehicle and travel on a regular and ongoing basis to local, and regional sites and meetings, industry seminars, and to inspect properties. Requires the ability to physically access raw land, construction sites, and/or existing houses and buildings, possibly on rough or uneven terrain, in order to conduct preliminary and on-going inspections. It is preferred that candidates be willing to relocate to Cherokee County, Georgia, as a condition of accepting a position of employment.