

POSITION DESCRIPTION:

“EXECUTIVE DIRECTOR”

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

JOB SUMMARY: Provides leadership and organizational direction to the Cochran Housing Authority, consisting of 115 units, and a possible future Non-Profit Corporation. Provides guidance and staff support to the Housing Authority Board of Commissioners. Administers all programs (Section 8 - HCV), 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 between 3-5 employees, along with programs, and development projects (where applicable) of the Cochran 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. Cochran Housing Authority’s BOC expressly reserves the right to change, reassign, revise, add, 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 maintenance and related housing 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 possible future projects or renovations as may be 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. Where needed, the Executive

Director interfaces with lenders, local government officials, non-profit organizations, architects, contractors, and others to pursue new, creative approaches to maintaining or improving local housing stock. 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 renovating CHA's local housing base, where directed by BOC.

5. Represents the Housing Authority on a local, statewide, regional level to promote community awareness of housing programs and services. Where needed, 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. May develop or oversee 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 may be 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 admin-

istration, especially as it relates to a Housing Choice Voucher (HCV)- Section 8 program.

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

Secondary Qualifications: The following attributes or qualifications are also essential:

1. Previous experience as an Executive Director for a PHA and/or for a like organization.
2. Knowledge of fair housing laws and disability-accommodation guidelines.
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 RAD-converted developments, or experience with HCV program and an Administrative Plan.

EXPERIENCE AND TRAINING: Strong preference for candidates having a degree from a four-year college or university preferably with a bachelor's degree in business and/or public administration or an applicable housing field; and five (5) 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 as it relates to HUD's HCV program and fair housing/reasonable accommodations.

Must have or must be able to become a certified Public Housing Manager and also have or obtain a Public Housing Manager Certification 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 and maintain properties. Requires the ability to physically housing units, construction sites, and/or existing houses and buildings, possibly on rough or uneven terrain, in order to conduct preliminary and on-going inspections or maintenance. It is preferred that candidates be willing to relocate to Cochran (Bleckley County), Georgia, within a reasonable time, as a condition of accepting a position of employment.