

JOB DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR
STATUS: FULL TIME, EXEMPT
SALARY RANGE: 35,000 – 60,000 ANNUALLY

REPORTS TO: Board of Commissioners

SUPERVISES: Office Clerk
 Maintenance Engineer
 Laborers
 Contracts
 Volunteers

PERFORMANCE RESPONSIBILITIES

A. Financial and Budgeting

1. Manage the financial affairs of the Authority, including the handling of all funds, accounting procedures, reporting, and long-range planning
2. Develop all budgets and administer budget control procedures, as authorized by the Board of Commissioners
3. Prepare monthly financial, occupancy, and operations reports for the Board of Commissioners
4. Prepare and submit all required reports to HUD
5. Compile all accounting material, records, and invoices for preparation of accounting reports.
6. Review and reconcile all computer accounting reports
7. Act as payroll officer and co-sign all payroll checks
8. Be responsible for investment of Authority funds in HUD-approved investment securities to ensure maximum return on a short term and long term basis, as authorized by the Board of Commissioners
9. Reconcile all banks accounts and statements maintained by HASKELL HOUSING AUTHORITY
10. Solicit proposals for the annual independent public audit of programs and act as an advisor to the auditor on program materials and Authority procedures and policies.
11. Review year-end financial reports to be submitted to HUD

B. Administration

1. Develop all program policies within HUD regulations and guidelines and arranges for adoption by the Board of Commissioners
2. Administer all Board-adopted policies and procedures
3. Administer all programs under the Authority's jurisdiction.
4. Carry out all contractual agreements for the Authority

ADOPTED: 1/2015 – Amended 5/26/2021

BOARD RESOLUTION: 414, amended Resolution 544 and 545

5. Act as Secretary to the Board of Commissioners
6. Determine office equipment needs
7. Analyze office procedures and streamline procedures to assure efficiency
8. Develop forms and applications for various programs

C. Community

1. Service as the principal contact person for the Authority
2. Maintain good public relations among the various city and county officials, various city and county officials, various social groups, executives of local industries, the press, and other groups that may be helpful in promoting the needs of elderly and low-income persons
3. Act as a liaison between programs available and specific needs of individuals

D. Personnel

1. Be responsible for the supervision and employment of all personnel, including the development of job descriptions, and performance levels. Advertise for positions and participate in interviewing personnel
2. Handle grievances, take disciplinary action, up to and including handling the separation of unsatisfactory personnel
3. Evaluate performance level of employees for salary recommendations
4. Review and certify all employee time records, PTO requests, and expense reports

E. Purchasing

1. Develop and administer a program for purchasing supplies and equipment within the procurement policy established by the Board of Commissioners and within compliance of HUD regulations
2. Determine quantity and quality of supplies purchased
3. Purchase by competitive bidding, informal quotations and negotiation, items of supply and equipment necessary for the operation of the Authority
4. Prepare all bidding documents, including notice to bidders, instruction to bidders, specifications, and forms of proposal
5. Review all vouchers authorizing expenditure of moneys
6. Monitor all purchase requisitions to determine correctness of information, price extensions, coding information, etc
7. Maintain current annual inventory of all property of the Authority

F. Insurance Program

1. Develop bid specifications, review bids, and make recommendations to the Board of Commissioners regarding fire, liability, workmen's compensation, health insurance, and retirement programs
2. Assure proper insurance coverage and limits, and maintain accurate insurance records

ADOPTED: 1/2015 – Amended 5/26/2021

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G. Building Maintenance

1. Supervise the maintenance activities of buildings, equipment, and grounds of the Authority
2. Develop work schedules and task schedules on a daily, weekly, monthly, and year-end basis
3. Coordinate the hiring and supervision of relief and temporary personnel
4. Coordinate repair and work schedules
5. Have a working knowledge of mechanical systems
6. Determine need for major repairs and/or replacement
7. Have a working knowledge of construction processes and methods
8. Develop a modernization program for major repairs/replacements/rehabs/remodels of property and equipment.

QUALIFICATIONS

A. Skills/Abilities

1. Ability to read and interpret complex rules and regulations and the cognitive ability to apply the principles to daily operations
2. Ability to organize workload for all employees to achieve the highest efficiency and productivity
3. Ability to meet and deal tactfully with the public, tenants, and employees
4. Ability to maintain good public relations
5. Ability to recognize shortcomings in the operations and make plans for operations years in advance
6. Ability to review information and make sound decisions on facts presented
7. Ability to communicate effectively both orally and in writing
8. Strong technical writing skills preferred
9. Strong typing and computer processing skills required
10. Knowledge of budgets, accounting, and procurement procedures
11. Ability to balance multiple projects/deadlines simultaneously

B. Education/Experience

1. Minimum of a High School diploma required, Bachelor’s degree in a related field of study preferred
2. Minimum of 3-5 years experience in a management role with experience in customer service, property management, government office, or other applicable fast-paced office environments

Signature _____

Date: _____

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