

# Housing Authority of the City of Victoria

**Title:** Executive Director  
**Department:** Administrative  
**Supervisor:** Board of Commissioners  
**FLSA Status:** Exempt - Salaried

## **Job Summary:**

The Executive Director is a contracted administrative lead for the Victoria Housing Authority (VHA) of the City of Victoria and reports to a five-member Board of Commissioners. VHA operates through laws passed by congress and the state, as well as, under rules and regulations issued by the Department of Housing and Urban Development (HUD).

The Executive Director is responsible for the safekeeping of all property and records, the safety of Authority residents and is the Authority's primary liaison with the Board of Commissioners, HUD, and state and local entities.

This position has total responsibility for administering, managing, maintaining, planning, and directing all the Housing Authority's programs. The Executive Director is required to be proficient in accounting, financial management, budgeting, investments, and sound business practices within the public sector.

The Executive Director helps to set the strategic direction the organization, responding to evolving community needs, and ensures that the strategy is executed effectively.

The Victoria Housing Authority's Executive Director manages both public housing and the Housing Choice Voucher programs.

## **Duties & Responsibilities:**

- Help to lead regular strategic planning processes to determine organizational goals and metrics to evaluate success.
- Represent the Housing Authority in the community by attending public meetings and being a local expert in affordable housing/public housing.
- Provide supervision to staff and work collaboratively with the Assistant Director. Assist staff with professional development and performance improvements as needed.
- Ensure policies and procedures are updated regularly to reflect the emerging needs.
- Ensure policies and procedures are followed by staff and tenants.
- Develop an annual budget and meet or exceed budget targets. Provide regular financial reports to the Board of Commissioners including proactive assessment of any risks and opportunities. Ensure accounting best practices are followed.

- Engage contracted/outside professionals for specialized support to ensure smooth operations of the organization, including annual audit, human resources support, information technology and legal support, as needed.
- Ensure facilities and grounds are well-maintained to meet health and safety standards. Develop and maintain a comprehensive capital repair/improvement plan.
- Ensure compliance with all government contracts and with all applicable laws including Fair Housing and Landlord Tenant laws. Ensure all contract outcomes are met or exceeded.
- Provide certified rental housing inspections. Ensuring all Housing Quality Standards are met or exceeded.

**Performance responsibilities include:**

- Manage the financial affairs of the Authority, including the handling of all funds, accounting procedures, reporting, and long-range planning.
- Develop all budgets and administer budget control procedures, as authorized by the Board of Commissioners.
- Prepare and submit all required reports for HUD in a prompt and timely manner.
- Be responsible for investment of VHA 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.
- Act as an advisor to the auditor on program materials and Authority policies and procedures.
- Administer Board-adopted policies.
- Act as Secretary to the Board of Commissioners.
- Perform and assist with HQS inspections for both the Housing Choice Voucher program and Public Housing program.
- Attends meetings, workshops, conferences, seminars, and other sessions to gain first-hand knowledge of new or improved housing programs.
- Research various types of grants available and the criteria to qualify for each; compiles necessary information for the application process; drafts and completes grant applications according to application requirements.

- Assure proper insurance coverages and limits while maintaining accurate insurance records.
- Supervise the maintenance activities of buildings, equipment, and grounds of the Housing Authority.
- Performs other related duties as assigned by the BOC.

**Skills & Knowledge:**

- Wide range of management, organizational and administrative skills.
- Knowledge of PHA policies, procedures, bylaws, HUD regulations and documents
- General knowledge of employment laws, labor laws, Texas Open Meetings Act, Texas Public Information Act and Housing Authorities Law
- Knowledge of community structures and community resources related to VHA's programs.
- Knowledge of financial management, accounting, budgeting, and control of finances.
- Ability to plan, assign, direct and review the tasks of workers.
- Ability to meet and deal tactfully with the public, tenants, and employees.
- Ability to institute general office procedures.
- Ability to review information and make sound decisions on facts presented.
- Ability to read and interpret federal register and HUD handbooks and write policies implementing the instructions therefrom.
- Ability to recognize shortcomings in the operations and make plans for operations in years in advance.
- Ability to communicate effectively both orally and in writing.
- Ability to sit and/or stand for extended periods of time.
- Ability to occasionally lift +25 pounds, with or without assistance.
- Bondable.
- Eligible for coverage under the Authority's fleet auto insurance.

- Valid Texas Driver's License.
- Required residency of Victoria County within 60 days of employment.

**Education and Experience:**

- A) Master's degree from an accredited college or university in Public Administration, Business, or related field, and three (3) years full time paid work experience in: a leadership, supervisory, or administrative capacity in public housing programs or related urban economic, and community development programs demonstrating leadership skills with knowledge of budgets and government funding; OR
- B) Bachelor's degree from an accredited college or university in Public Administration, Business, or related field, and five (5) years full time paid work experience as stated in (A); OR
- C) Associates degree from an accredited college or university in Public Administration, Business, or related field, and seven (7) years full time paid work experience as stated in (A).

**Schedule, Hours, and Wage:**

- Full time salaried position; Office hours Monday - Friday from 7:30a - 4:30p
- Must be available afterhours as issues and emergencies may arise.
  - If unavailable, delegate must be assigned, and notification must be given to all Commissioners and necessary City Officials
- Wage and salary are determined by years of experience and level of expertise.