

## Position Description

**Title: Executive Director**

**Supervisor: Board of Commissioners**

### Job Description

**Baytown Housing Authority** has an opening for an Executive Director.

The Executive Director is responsible for the day-to-day operation of the agency with a staff of fifteen (15) individuals and an annual budget of almost ten million dollars. The Executive Director must provide the leadership and management of the planning, organization, staffing, direction and control functions of the agency. This person will implement and interpret policies approved by the Board and is responsible for the administration of the Board policies.

#### I. ESSENTIAL TASKS OF THE POSITION:

*Interprets, implements, and administers the policies of the Board of Commissioners and all applicable federal and state regulations.*

- Supervises the preparation of all material to be reviewed by and to be acted upon by the Board and files and records.
- Acts as the Secretary to the Board, maintaining appropriate minutes, prepares draft meeting agendas for the approval of the Board,
- Determines appropriate course(s) of action related to adopted policies and procedures.
- Approves all correspondence, notices and directives dealing with the policies issued by the Board for clarity and soundness.
- Represents the agency and maintains liaison with regulatory agencies, local officials, and community-based organizations.
- Attends meetings, workshops, conferences, seminars and other sessions, in order to gain first-hand knowledge of new or improved housing programs in the public and private sectors.
- Keeps informed of changes and innovations in the housing field as to matters of policy and operation.
- Prepares reports, i.e. organizational and Annual Reports, etc., for internal and external use.
- Acts as the agency's public relations officer clearing all external statements, reviews, and policies before being released to the media.
- Assures that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes.
- Acts as the agency's contracting officer.

## **PROVIDES FOR THE ADMINISTRATION, LEADERSHIP AND MANGEMENT OF THE AGENCY**

- Prepares with the fee accountant the annual budgets, and other supplemental budgets.
- Selects, appoints, disciplines, promotes, transfers, and terminates all agency employees according to BHA policy as amended periodically.
- Receives bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.
- Supervises management and control of the agency's payables, receivables, cash, or other assets (including investments) associated with operating contracts, insurance administration and all internal and external financial operations.
- Initiates the writing of proposals and grants.

## **DIRECTS AND COORDINATES ACTIVITIES OF MANAGERIAL PERSONNEL ENGAGED IN CARRYING OUT AGENCY OBJECTIVES**

- Works with the fee accountant to compile agency budget for Board review and approval.
- Provides general oversight of the management and the maintenance of all housing developments to ensure a high degree of livability at the lowest possible cost.
- Provide a general oversight of the selection of tenants, the execution of leases, the collection if rents, and enforcement of leases as required by BHA policies and procedures.

### **Performs other duties as may be assigned by the BHA Board of Commissioners**

- Maintain records relating to outstanding new issues, new leases, terminations, monthly re-exams, ineligible applicants and zero income participants to monitor progress of staff and programs.

## **THE POSITION REQUIRMENTS AND QUALIFICATIONS (Minimum qualifications)**

- Five (5) years' experience in housing management, community development, public administration, or a closely related field. Other related experiences may be considered.
- Four (4) years in a significant management capacity or a public housing authority or other similar experience. Supervised a staff of eight (8) or more for at least two years.
- Prior skills in budgeting, personnel management and public relations.

## **UNIQUE EXPERTISE/CERTIFICATIONS REQUIRED:**

- Ability to travel between various buildings owned and operated by BHA and to other locations owned or operated by BHA.
- Must be bondable.
- Knowledge of policies and procedures and requirements of the Public Housing department and the Housing Choice Voucher programs.

## **BENEFITS:**

- Insurance- health, life
- Holidays 14 Federal holidays
- Sick and Vacation leave
- Retirement with Hart Retirement (Staff puts 4.5% and BHA matches 8.5%)
- Full time- Monday to Thursday

## **QUALIFICATIONS AND KNOWLEDGE**

Bachelor's degree in business administration, Public Administration, or Social Sciences from an accredited college or university and/or an equivalent combination of experience. Experience working in an administrative capacity at a housing development, or an equivalent combination of experience and education.

Good knowledge of Authority policies, procedures and practices pertaining to the Public Housing program.

Skilled in the use of basic office machines; Microsoft Office, Excel, photocopier machine and computer equipment.

Ability to meet and deal with the public; to establish and maintain effective working relationships with co-workers and persons outside the Authority; plan and organize meetings and other activities; prepare clear and concise narrative and statistical reports, and deal effectively with situations requiring tact and diplomacy, yet firmness.

## **SUPERVISION RECEIVED AND GIVEN**

The employee receives instruction from the Board of Commissioners. Normally, the employee plans and carries out work activities with minimal supervision and independently resolves problems that arise. The employee receives specific instructions when complaints are brought to the attention of the Board.

## **GUIDELINES**

The Executive Director performs routine duties by following established and specific guidelines. Routinely the Executive Director makes decisions concerning resident's problems using personal judgment based on prior experience.

## **COMPLEXITY**

The Executive Director performs a variety of related tasks. The employee is required to exercise personal judgment in making decisions.

## **SCOPE AND EFFECT**

The Executive Director's work primarily affects the administrative output of the Authority. The position requires confidentiality in handling all agency information.

## **PERSONAL CONTACTS**

The employee's personal contacts are with The Board, applicants, residents, and other employees and with outside sources and agencies while representing the authority.

## **PHYSICAL DEMANDS**

Work is principally sedentary, but may involve some physical exertions, such as kneeling, crouching, or lifting to obtain files and records and office supplies, and eyestrain from working with computers and other office equipment. Occasionally you may need to go out on property to do an inspection of an issue at the development.

## **WORK ENVIRONMENT**

Work involves the normal risks and discomforts associated with an office environment but is usually in an area that is adequately heated, lighted, and ventilated.