

SAN MARCOS HOUSING AUTHORITY
1201 Thorpe Lane
San Marcos, TX 78666

San Marcos Housing Authority
Job Description

POSITION: EXECUTIVE DIRECTOR

SALARY: The salary range starts at \$95,000.00, with starting salary dependent upon qualifications

SUMMARY:

The Executive Director is responsible for the overall leadership, management, and operations of the San Marcos Housing Authority, ensuring compliance with all federal, state, and local regulations while promoting safe, affordable housing opportunities and effective community partnerships.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Leadership and Administration - Provide overall management and direction of all Housing Authority programs, staff, and operations. Develop and implement policies, procedures, and long-term strategic goals approved by the Board of Commissioners. - Supervise and evaluate department heads and key personnel to ensure efficiency and accountability. - Maintain a positive and productive organizational culture focused on customer service and compliance. - Ensure effective communication between the Board, staff, residents, and community stakeholders.
2. Financial Management - Oversee all financial activities including budgeting, accounting, procurement, and audits. - Prepare and manage the agency's annual operating budgets and capital fund programs. - Ensure compliance with HUD financial reporting and asset management requirements. - Monitor financial performance and maintain fiscal integrity of all programs. - Authorize expenditures, approve contracts, and manage funds in accordance with policies and HUD regulations.
3. Program Oversight - Ensure effective administration of: Public Housing Program (289 units) Housing Choice Voucher Program (267 vouchers) Project-Based Section 8 Program (60 units) Monitor program performance to meet HUD SEMAP and PHAS standards. - Develop initiatives to improve housing quality, resident services, and self-sufficiency outcomes.

4. Compliance and Reporting - Ensure compliance with all HUD regulations, Fair Housing laws, and other applicable federal, state, and local requirements. - Submit all required HUD reports, including PIC/EIV, financial data, and performance assessments. - Maintain accurate and auditable records for all programs. - Implement internal controls to prevent fraud, waste, and abuse.
5. Relations Board - Serve as the primary advisor to the Board of Commissioners. - Prepare board meeting agendas, reports, and policy recommendations. - Keep the Board informed on financial condition, operations, and program performance. - Implement Board decisions and directives.
6. Community and Resident Relations - Build partnerships with city officials, community organizations, and housing developers. - Represent the Housing Authority at community events and public meetings. Promote resident engagement and participation in Housing Authority activities. - Oversee grievance procedures and fair housing compliance.
7. Personnel Management - Oversee recruitment, training, and professional development for 23 staff members. - Maintain a fair, equitable, and safe work environment. - Administer personnel policies, evaluations, and disciplinary procedures in compliance with law and policy.
8. Planning and Development - Identify and pursue funding opportunities, grants, and development partnerships. - Plan for modernization, capital improvements, and potential expansion of housing programs. - Ensure efficient use of resources to maintain and improve the Authority's housing stock.

MINIMUM QUALIFICATIONS: - Bachelor's degree in public administration, Business, or related field. 5+ years of progressively responsible management experience in housing administration or public sector management. - Strong knowledge of HUD regulations, public housing, and Section 8 programs. - Excellent leadership, financial, and communication skills.

HOW TO APPLY: Interested candidates should submit a cover letter, résumé, and three professional references to: San Marcos Housing Authority Board of Commissioners ATTN: Executive Director Search Committee 1201 Thorpe Lane, San Marcos, TX 78666 or Email: smhaboard@smpha.org | Phone: (512) 353-5058

Applications will be accepted until November 30, 2025, or until the position is filled.

The San Marcos Housing Authority is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, age, national origin, disability, or any other legally protected status.