

## **JOB DESCRIPTION**

<b>Job Title:</b>	Executive Director
<b>Department:</b>	Central Cost Center
<b>Reports To:</b>	Board of Commissioners
<b>FLSA Status:</b>	Exempt
Updated: 04/29/2021	

### **SUMMARY**

The primary objectives of this position are to serve as the Board of the Commissioners' Chief Executive Officer; to oversee the planning, direction, and implementation of all programs and policies of the agency; and to ensure the efficient and effective administration and execution of all agency business.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. *Assure that agency activities are within federal and state laws, regulations, policies, and procedures.*
  - Oversee the planning, direction, and implementation of all programs and policies of the agency, including the continued development and capacity building of non-profit instrumentality, Summit Hill Community Development Corporation.
  - Review all audit reports and program monitoring and management reviews conducted by all applicable oversight agencies; direct any necessary corrective actions; assess need for any additional training cross-checks or discipline. Ensure any audit findings or review findings are cleared within oversight agencies and deadlines. Report final actions to Board of Commissioners.
  - Ensure department heads receive and understand all laws, regulations, policy guides, and special instructions applicable to their areas of responsibility. Analyze needs for any additional training or assistance for department heads in this area.
  - Determine need for and secure legal opinions from applicable BHA counsel to ensure legality of agency operations, policies, and programs.
  - Administer agency to ensure that the BHA remains a high performer on the HUD management assessment programs.
2. *Attend all agency Board of Commissioner meetings and act as their advisor in developing and recommending agency policies and official programmatic actions.*
  - Ensure prompt and accurate execution of all business matters requiring Board action. Call for special Board meetings if necessary.
  - Determine whether any matters should be brought to the Board for litigation or other legal or administrative remedies.

- Keep Board apprised of all relevant activities, programs, accomplishments, and areas of concern in agency operations by preparing informational monthly activity reports. Report on any relevant new and old business at the meeting and by special memorandum or calls between meetings.
  - Inform Commissioners of any educational or training opportunities available to them.
  - Provide agency orientation for any new Commissioner appointments.
  - Act as Secretary of the Board of Commissioners maintaining appropriate minutes, files and records.
  - Determine format of executive summaries and ensure that such are prepared in a clear and concise manner for the agenda packet for all Board actions requested that need explanation. At the meeting, answer any questions the Board may have on specific items, eliciting participation from department heads as appropriate. Provide recommendations to the Board for action on all applicable items.
  - Review entire agenda and supporting materials prior to the meeting. Arrange for briefing on any department head items as needed.
  - Respond to any questions from the media on Board actions taken.
3. *Advance housing access and choice through real estate development*
- Expand capacity of Summit Hill Community Development Corporation to be a leading non-profit affordable housing developer in Monroe County.
  - Oversee ownership, management and preservation of high-quality housing within BHA or SHCDC control.
  - Oversee and maintain compliance with development agreements, limited partnership agreements, financing agreements and affordability restrictions.
  - Maintain productive working relationships with project stakeholders from co-development partners to investors to supportive service providers.
  - Lead asset management efforts; develop improvement plans for properties trending downward on performance.
  - Continue to pursue new real estate development activities and evaluate available financing that focuses on deeply affordable housing.
4. *Work within the political framework of the federal, state, county and city arena to develop and maintain positive relations of the agency.*
- Respond promptly to inquiries from various elected officials made on behalf of their constituents in a helpful and informative matter. Ensure that any complaints filed in this manner are satisfactorily resolved.
  - Build and maintain effective working relationships with HUD, local government and community organizations.
5. *Supervise all agency department heads.*
- Confer with staff regarding program status, department performance, and staffing and training needs.
  - Conduct performance evaluations at least annually.
  - Review, revise and develop job descriptions with employee involvement.
  - Maintain regular system of delegated authority to department heads.
  - Determine staffing needs and any organizational restructuring of agency.
  - Recommend approval of all major equipment purchases per guidelines set out in Procurement Policy (e.g. vehicles, computer, copying machines, etc.)
  - Review and approve department head recommended interpretations of regulations and/or policies in difficult, complex or politically sensitive cases.
  - When necessary, secure desired regulation or policy interpretations from Washington HUD officials when disputed area HUD office interpretations cannot be resolved.

6. *Oversee agency financial and programmatic plans and evaluate their effectiveness on an ongoing basis.*

- Review and analyze all monthly financial and program activity reports. Identify any problem areas and confer with staff on any corrective action needed.
- Prepare annual budgets and Performance Funding Subsidy forms and present to the Board of Commissioners for approval. Submit all budgets to HUD on a timely basis.
- Monitor agency cost allocation plan.
- Supervise investment of reserve funds and make sure earnings are reported to Board on a monthly basis.
- Approve all in-state travel and conference payments for agency staff members.
- Maintain effective liaisons with the financial community with whom the agency does business.

7. *Responsible for seeing that public relation's activities assure a favorable image of the agency's programs on a national, state and local level.*

- Respond informatively and positively to interviews on BHA programs from the media.
- Establish and maintain effective contracts with media personnel.
- Suggest ideas for articles promoting the BHA. Direct press releases on newsworthy items.
- Accept requests to speak to various civic organizations and educational institutions about BHA programs.
- Remain active in state, regional and national activities such as the National Association of Housing and Redevelopment Officials and PHADA.
- Handle calls or visits as necessary from irate citizens and/or other clientele in a professional manner and diffuse the issue or conflict. Direct follow-up w/ the department head as applicable.

8. *Responsible for the overall administration of personnel policies, staffing needs, employee development plans, and compensation schedules in relation to agency operations and funding levels.*

- Confer with the Financial Director, Property Manager, HCV Program Manager and Administrative Director in areas of personnel management planning and agency operations to help assess overall agency performance
- Conduct all agency staff meetings monthly to provide staff with information on all programs' status, activities and BHA Board meeting actions. Allow time for questions and answers from staff.
- Ensure that the BHA's job evaluation system and wage, benefits, and compensation schedules are fair and equitable.
- Select, appoint, discipline, promote, transfer, and terminate all agency employees according to personnel policies approved by Board.
- Recommend annual salary adjustments according to the agency's wage and compensation schedules to the BHA Board of Commissioners.
- Review and approve department head requests for annual staffing and travel budgets.
- Post and advertise any vacant positions for hiring.
- Review and approve workload, schedules, personnel assignments, status of ongoing work, projects and available personnel in order to plan agency activities.
- Approve any overall agency modifications or adjustments to the normal agency work schedule including any emergency office closings.
- Establish special employee committees as needed to recommend suggestions to any overall agency problems, to plan staff retreats, or to plan staff social functions.

9. *Evaluate new programs; determine whether to recommend BHA participation and oversee the overall direction of new initiatives.*

- Keep abreast of all new programs and other new trends in the housing and community development field that may help the BHA meet its goals.
- Upon recommendation of a department head, approve the preparation of applications for new funding.
- Review and analyze program opportunities and initiatives as reported in various professional and trade journals. Direct further inquiry as may be appropriate.
- Provide direct administrative assistance to department heads with new program initiatives as needed.

## **ANALYSIS OF PHYSICAL DEMANDS OF POSITION**

Physical demands of this position may vary and are not held to the below analysis but are here for the employees general knowledge of the demands this position may require.

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|--|--|---|
| <input type="checkbox"/> Standing            | <input checked="" type="checkbox"/> Walking  | <input checked="" type="checkbox"/> Sitting   |
| <input checked="" type="checkbox"/> Lifting  | <input checked="" type="checkbox"/> Carrying | <input type="checkbox"/> Pushing              |
| <input type="checkbox"/> Pulling             | <input type="checkbox"/> Climbing            | <input checked="" type="checkbox"/> Balancing |
| <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Kneeling | <input type="checkbox"/> Crouching            |
| <input type="checkbox"/> Crawling            | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Handling  |
| <input checked="" type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Hearing  | <input checked="" type="checkbox"/> Seeing    |
| <input type="checkbox"/> Depth Perception    |  | <input type="checkbox"/> Color vision         |

## **REQUIRED COMPETENCIES:**

The position requires:

- ✓ Considerable knowledge of the principles, theories and methods of executive level management
- ✓ Ability to research and gather essential data on rental real estate, asset planning, housing management and maintenance issues.
- ✓ High energy level and entrepreneurial mindset
- ✓ A sense of innovation and creativity
- ✓ The capacity to organize people into groups that will express their views freely, translate these views into realistic alternatives, identify the resources to establish programs, develop a strategy to secure the resources and enable the groups to carry out that strategy.
- ✓ The ability to motivate and encourage members of the partnership to work together and complete the reaching of common goals.
- ✓ Knowledge and experience in how service programs can be effectively marketed in residential communities through local organizations and institutions.
- ✓ An individual with a commanding public presence.
- ✓ A person who works well with a variety of individuals who come from different backgrounds.
- ✓ Knowledge of federal laws and regulations pertaining to housing authority programs.
- ✓ Knowledge of personnel development, direction, and supervision.

- ✓ Knowledge of the principals of planning and budgeting.
- ✓ Ability to solve problems involving a high degree of complexity and consequence.
- ✓ Ability to effectively initiate work projects and work independently.
- ✓ Ability to delegate and accept responsibility and authority.
- ✓ Ability to express ideas, concepts and statistics in writing reports, agendas, contracts, memos, and letters.
- ✓ Ability to understand and work with significant groups and individuals including all levels of personnel.
- ✓ Ability to communicate effectively to groups and individuals.
- ✓ Ability to manage and resolve conflicts.
- ✓ Ability to work with very little supervisory feedback.
- ✓ Ability to read and analyze complex written material.
- ✓ Ability to negotiate.

## **QUALIFICATIONS**

### **Education:**

- Bachelor's degree required. Master's degree preferred. A combination of education and knowledge and expertise in affordable housing program management and real estate development a must.

### **Preferred Experience in Related Field:**

- Minimum five (5) years of progressively responsible managerial experience in affordable housing program administration or management, including (2) years in budgeting activities and experience in real estate development; OR five (5) years of progressively responsible managerial experience in a closely related field, including (2) years in budgeting activities and experience in real estate development.
- Minimum of three (3) years of experience in property management and/or asset management of LIHTC/RHTC properties.

### **Certifications/Unique Expertise:**

- Possess Low Income Housing Tax Credit compliance certification in at least one (1) category such as C3P, TaCCs, NCP-E, HCCP, SHCM®, TCS, TCSA or NPCC or have the ability to obtain within first six months of employment.
- A valid driver's license
- Ability to be flexible and perform work under time pressure
- Ability to relate to and interact harmoniously with elderly residents, persons with disabilities, and families of all races, colors, national origins, and religions in low- and moderate-income housing settings.
- Ability to effectively communicate with local government and community partners to be able to form strong partnership and working relationships

Three (3) professional references required.