

STANFORD HOUSING AUTHORITY

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

CHARACTERISTICS OF THE CLASS:

The Executive Director is the Chief Administrative Officer and Secretary-Treasurer of the Stanford Housing Authority. The Executive Director assumes overall responsibility for the management of all Housing Authority activities as outlined by the Board of Commissioners, State and Federal Legislations and the regulations of the Department of Housing and Urban Development.

EXAMPLE OF DUTIES:

Reports directly to the Board of Commissioners

Executes the decisions and policies of the Board of Commissioners

Keeps Board of Commissioners informed in matters required for compliance with the Annual Contributions Contract, HUD regulations and local policies affecting the operation of the Authority.

Prepares, directs and supervises preparation of reports, statistics and maintains a continuing analysis of Housing Authority needs. Ensures appropriate program monitoring and evaluation. Provides leadership in establishing the overall objectives and policies of the Stanford Housing Authority.

Plans, organizes, coordinates and maintains supervision of administration and maintenance of 50 housing units, Modernization Programs and overall supervision of regular employees. Administers the Opportunity in Employment and Housing Programs. Administers sound safety practices. Makes final decision on hiring, promotion, compensation, retirement and release of all employees.

Develops and submits applications to Federal, State and local agencies for new and or continuing funding. Implements new programs and changes in existing programs as required by law and regulations. The Chief Administrator of the Housing Authority with responsibility for planning, administering, directing, supervising and coordinating all phases of the Authority's daily operations including, but not limited to, accounting, tenancy, public and social relations, maintenance and modernization. Develops and administers all budgets. Establishes and enforces procedures to ensure adequate fiscal controls, efficient and economical operation in compliance with all HUD, State and Federal Regulations.

Ensures appropriate monitoring and evaluation of programs. Internal control includes the above duties, as well as preparation of budgets, supervision of purchasing for ordinary and extraordinary maintenance, and Modernization Programs; major decisions of admission and tenancy, investment of excess funds, General Ledger accounting, Budget Preparation and Fiscal reporting.

Maintains liaison with officials of HUD, State and local municipality and community agencies and contiguous housing authorities to promote understanding and cooperation. Promotes the goodwill and reputation of the Housing Authority among its tenants, governmental authorities and general public. Interviews tenants and applicants with as needed.

Attends HUD, SERC, NAHRO and other professional development meetings and workshops for the improvement of Authority and makes recommendations to the Board of Commissioners of long-range plans which will assist in maintaining an effective organization.

DESIRABLE EXPERIENCE AND TRAINING:

Minimum qualifications include a bachelor's degree or equivalent in Public Administration, Business Administration or related fields and 5 years responsible administrative experience, preferably in subsidized housing or local government. Knowledge of construction, development, and renovation.

Knowledge of office procedures, business practices, property management, financial reporting and planning, personnel administration and the ability to provide leadership and direction to an appropriate staff.

Familiarity of HUD regulations and the ability to communicate them effectively both orally and in writing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of PHA's policies and procedures.

Thorough knowledge of HUD regulations and guidelines.

Thorough knowledge of accounting, General Ledger accounting, Budget Preparation and Fiscal reporting.

Considerable knowledge of city and state laws and local government policies and practices of public administration.

Good knowledge of federal programs pertaining to housing.

Ability to write clear and concise reports, directives and letters for the PHA.

Must possess valid Kentucky Driver's License.

(This job description was approved by the Board of Commissioners of the Stanford Housing Authority on January 15, 2019 Board Resolution #).