

**HOUSING AUTHORITY OF THE COUNTY OF RICHLAND
JOB DESCRIPTION**

TITLE: EXECUTIVE DIRECTOR

SUPERVISOR: BOARD OF COMMISSIONERS

SUPERVISES: ALL RCHA EMPLOYEES

POSITION DEFINITION: To provide the leadership and management of the planning, organizing, staffing, direction, and control functions of the agency. Interprets and implements policies approved by the Board and is responsible for the administration of Board policies. Employee may be asked to complete any duty or task as assigned. Contributes towards the Authority's goal to provide safe, decent, and affordable housing.

ESSENTIAL DUTIES:

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

- Supervises the preparation of all material to be reviewed by and to be acted upon by the Board.
- Acts as secretary/treasurer to the Board, maintaining appropriate minutes, files, and records.
- Determines appropriate course(s) of action related to adopted policies and procedures.
- Approves all correspondence, notices and directives dealing with policies issued by the Board for clarity and soundness.
- Represents the Agency and maintains liaison with regulatory agencies, local officials, and community-based organizations, interpreting and explaining the Agency's programs, policies, services, needs and other matters of mutual interest.
- Attends, on a consistent basis, meetings, workshops, conferences, seminars, and other sessions, to gain firsthand knowledge of new or improved housing programs in the public sector
- Keeps informed of changes and innovations in the housing field as to matters of policy and operation.
- Prepares reports for internal and external use
- Acts as the Agency's Public Relations Officer clearing all external statements, reviews, and policies before being released to media.
- Acts as the Agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform to all applicable statutes.
- Acts as the Agency's Contracting Officer.
- Makes recommendations to the Board on adoption of new policies and changes to existing policies.
- Prepares and presents to the Board for approval and subsequently administers and controls the conditions outlined in the Annual Contribution Contracts, annual budgets, and other supplemental budgets.
- Responsible for the final review and approval of all work programs.
- 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 agency's payables, receivables, cash, or other assets (including investments) associated with operating contracts, insurance administration and all internal and external financial operations.
- Authorizes expenditures/purchase orders in compliance with Board policies.

- Anticipates Board's, staff's and clients' needs and responds by making executive level decisions where appropriate to improve operations and services.
- Compiles agency budget for Board review and approval and reviews entire agency budget.
- Reviews/approves and implements regulations and notices from governmental and regulatory agencies and responds to such in (written) timely manner.
- Initiates the writing of proposals and grants.
- Designs, implements, and administers all Agency functions and sub-functions to meet (or exceed) agency PHAS goals.
- Provides general oversight of the management and maintenance of all housing developments to ensure a high degree of livability at the lowest possible cost.
- Supervises the purchases of equipment, materials, and labor to satisfactorily meet the standards of good and proper maintenance.
- Provides general oversight to the selecting of tenants, the execution of leases, the collection of rents, and the enforcement of leases as required by Board policies and procedures.
- Maintains a high degree of personal flexibility and capability to address multi tasks and assignments of Agency.

Directs and coordinates activities of all personnel engaged in carrying out agency objectives:

- Reviews, maintains, and implements all appropriate Agency personnel policies and procedures.
- Selects, appoints, disciplines, promotes, transfers, and terminates all agency employees according to Board policy as amended from time to time.
- Supervises all employees and directly monitors the performance of all agency employees.
- Reviews/approves workload, schedules, and personnel assignments, status of on-going work, projects, and available personnel for work assignments to plan Agency activities.
- Assigns/approves specific duties to personnel and special projects, considering individual knowledge and experience.
- Reviews/approves reports, papers and other records prepared by personnel for clarity, completeness, accuracy, and conformance with Agency policies.
- Coordinates work activities to prevent delays in actions required or to improve services to residents.
- Supervises and arranges for orientation and training of personnel.
- Approves leave requests, commendations, and disciplinary actions.
- Assures confidentiality of personnel information, processes and data which would be damaging if not properly safeguarded.

Performs other such duties as may be assigned by the Board of Commissioners

POSITION REQUIREMENTS AND QUALIFICATIONS:

Minimum Qualifications -

- An Associate's degree in business administration, public administration, public finance, or a closely related field or have exceptional academic or experience backgrounds that compensate for academic experience.
- Three or more years of prior management experience
- Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance, and advice to officials on a broad range of public housing programs.
- Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
- Has working knowledge of fiscal management, maintenance systems, personnel, and administration management systems in public or private housing.

- Substantial background in the implementation of management controls and systems.
- Considerable knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction, and the management of local housing authority operations.
- Prior skills in budgeting, personnel management, and public relations.
- Considerable knowledge of the principles, theory, and methods of executive level management.
- Ability to establish and maintain effective working relationships with staff members, community leaders and regulatory agency administrators.
- Ability to prepare and issue clear and concise instructions, either verbally or in written form.
- Ability to research and gather essential data relating to housing management/maintenance issues.
- Working knowledge of governmental regulations.
- General ability to understand blueprints, engineering drawings and technical documents.
- Ability to determine appearance and conditions of all building owned or managed by the Richland County Housing Authority.
- Ability to pass a drug screen if required
- Ability to work independently
- Strong computer skills, specifically Word, Excel, Publisher, and Outlook
- Ability to learn customized software applications
- Ability to assist work in poor weather conditions including heat, cold, rain and snow
- Ability to provide excellent customer service regardless of time of day or night
- Ability to establish and maintain effective working relationships with other employees, residents and the public demonstrating a positive, professional attitude in always representing the proper image of the authority
- Ability to achieve and maintain a satisfactory attendance record
- Must reside in Richland County during the term of employment

UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS REQUIRED:

- Ability to travel between various buildings owned and operated by Housing Authority of the County of Richland programs and to other meeting locations as required.
- Public Housing Manager Certificate and Housing Choice Executive Management Certification from a HUD approved organization is required within 18 months of employment
- Must be bondable.
- Ability to maintain and enforce confidentiality in all assignments
- Ability to work harmoniously with other agency personnel
- Ability to relate to and interact with clients in low- and moderate-income housing settings.
- Ability to be flexible and perform work under time pressure.
- Ability to train and give directions to other staff
- Unencumbered Illinois Driver's License

APTITUDE REQUIREMENTS:

Cognitive:

- Analytical:
 - Ability to apply principles of logical thinking, to define problems, collect data, establish facts, and draw conclusions; to interpret a variety of technical instructions
 - Ability to deal with several concrete/abstract variables or unknowns simultaneously
 - Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form

- **Communication:**
 - Ability to compose original correspondence, follow rules and regulations and have increased contact with people
 - Ability to interview, counsel or advise people
 - Ability to understand safety rules, warnings and instructions in the use and maintenance of facility and equipment
 - Ability to log in data and draft data summaries and correspondence
 - Ability to complete reports with proper format, punctuation, spelling, and grammar
 - Ability to record and deliver information; to explain complex procedures to others; to follow and give verbal and written work orders
 - Ability to answer inquiries from residents/staff/public
 - Ability to converse with officials, service providers, disgruntled residents, and the general public
- **Mathematical:**
 - Ability to use practical application of system of real numbers, fractions, percentages, and ratio
 - Ability to compile, compute and present mathematical information
 - Ability to calculate variables, formulas, and proportion variables
- **Administrative detail:**
 - Ability to complete forms; record and locate data accurately and reconcile data from different sources
 - Ability to innovate and create analysis

WORK SCHEDULE:

- Ability to work at least 35 hours per week
- Must have the ability to be available to on-call staff 24 hours a day, seven days a week including holidays and to effect appropriate response to such calls. A designee may be appointed to cover during travel or vacations.

PHYSICAL DEMANDS:

- Work is principally sedentary, but may involve physical exertion if called upon to assist Maintenance with their tasks
- Maintenance physical demands would include but are not limited to: standing, sitting, walking, lifting of up to 50 pounds, carrying of up to 40 lbs. for a short distance, ability to push and pull heavy objects such as furniture and appliances, must be able to see and hear, ability to reach over the head and work for short periods of time, must have fine dexterity, must be able to kneel, crouch, crawl, bend, twist, climb, balance, must have the ability to operate foot controls on various types of machinery.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties, and/or skills required by personnel assigned to this position.

Acknowledgement: My signature below will acknowledge I have read and understand this job description as a condition of my employment at Housing Authority of the County of Richland.

Employee

Date