

Housing Authority of the City of Henderson – Midtown Apartments

JOB DESCRIPTION EXECUTIVE DIRECTOR

The Executive Director provides leadership for the standards, strategies, plans and objectives of the Housing Authority of the City of Henderson. The Executive Director is responsible for the management of staff, the daily operations, and the entire administration of the Housing Authority. The Executive Director makes recommendations for programs and policies to the Board of Commissioners and is responsible for the implementation of all Board adopted policies and directives. The Executive Director is the Contracting Officer for the Housing Authority business and is the Secretary-Treasurer for the Board.

Required skills/training:

- Ability in problem solving, directing and managing changes, and appreciates diversity.
- Managerial skills, administering, managing, maintaining, planning and directing all programs
- Strong leadership and interpersonal skills with an outgoing participative style
- Must be innovative, compassionate and have strong motivation
- Public Housing Managers Certification/Training obtained within one year after employment

Staff Administration:

- Supervises and manages all staff of housing authority. Hires, promotes, evaluates and dismisses employees in accordance with Personnel Policies.
- Administers salaries (starting wages, annual increases, etc.)
- Employee relations and training
- Assures accurate work records are on file

Program Administration:

- Ultimately responsible for assuring compliance of all programs under the administration of the Housing Agency to include, but not limited to: Public Housing (elderly); Capital Fund Program; Maintenance/Preventative Maintenance Program; any and all programs as may be necessary to continue the viability of the Housing Agency to meet the Affordable Housing issues of the community.

Policy Administration:

- Responsible for the Administration and Assurance of Compliance of the following polices approved and adopted by the Board of Commissioners:

Personnel Policy	Capitalization Policy
Safety Policy	Grievance Policy
Procurement Policy	Rent Calculation Policy
Disposition Policy	Travel Policy
Admission and Occupancy Policies	Maintenance Policy
Pet Policy	All Other

Financial Administration:

- Responsible for the following:
 - Investment of funds and deposit of all monies
 - Monitor and reconcile bank accounts – accounts payable/receivable and payroll
 - Budget and preparation of all budget documents (or assist of fee accountant)
 - Filing of Federal and State Payroll Tax Reports
 - Preparing 1099's and W-2's (or assist fee accountant)
 - Bid preparation and process for audits
 - Capital Fund Program – Financial reports, Drawdown, and LOCCS reporting
 - Prepares and presents annual reports (or assists fee accountant)
 - Insures proper and accurate inventory recording

Federal and Legal Administration:

- Responsible for compliance of Annual Contributions Contracts for all HUD (Housing and Urban Development) Programs
- Electronic submissions of 50058's as required
- Compiling, preparing and reporting all fiscal year end reports, semi-annual reports, including PHAS(Public Housing Management Assessment Program); Annual Plan and 5-year Plan; MASS,FASS/PHAS
- Submission of Performance Funding (Operating Subsidy) with Annual Operating Budget
- Certifications for Housing Authority Insurances to include: Business Owner's, Liability, Workman's Compensation, Fidelity Bond
- Consult with legal counsel as may be necessary or required
- Filing of any and all legal documents including small claims court
- Eviction processes
- Knowledge of State Housing Laws, Federal Laws and local codes as related to Housing issues including Nebraska Tenant/Landlord Law

Responsibility to Board of Commissioners:

- Send Notice of Board Meetings or post as dictated by Open Meeting Laws
- Compile and send Agenda along with supporting documents to Board prior to Board meetings.
- Secretary-Treasurer to Board of Commissioners
- Inform/keep Board current of all affairs, regulatory changes, options, future growth as it relates to the Housing Agency programs and legal capabilities for growth and viability.
- Prepares and presents proposals to the Board and makes necessary recommendations.
- Prepare Board Resolutions and Official Minute Book

Responsibility to Community and Public Relations:

- Interacts with all community agencies addressing needs of housing clientele and supportive issues: City administration, private and public entities - public school, police dept, handibus, Health & Human services, all financial institutions and lenders, and any and all other groups as they may benefit clientele served by the Agency.
- Represents the Housing Agency by giving presentations, serving on various panels, attending seminars and meetings promoting Housing Programs in a positive manner.

- Handles all news media (giving statements as spokesperson on behalf of the Housing Agency)
- Interacts, communicates and networks with local, State and Federal Officials as it relates to Housing Issues and Funding.
- Addresses any problems, concerns and complaints.

Professional Organizations:

- Active participant in the NAHRO Organization promoting Affordable Housing and Professional Growth
- Reviews need to be associated with other membership organizations.

Planning:

- Keeps informed of legal issues, laws, regulations and opportunities to advance the Housing Agency of the City of Henderson to meet its goals for Affordable Housing and Supportive Services.
- Continually develops relationships and seeks opportunities to promote, outreach and expand the Housing Authority of the City of Henderson to include funding availability.

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