

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

REPORTS TO: Oak Ridge Housing Authority Board of Commissioners (BOC).

The ORHA serves 261 residents in 126 units with 260 Section 8/ Housing Choice Vouchers.

JOB SUMMARY:

Provides leadership and organizational direction to the Housing Authority and Development Corporation. Provides guidance and staff support to the Housing Authority Board of Commissioners. Administers all programs, policies, and personnel of the Housing Authority to include housing management, maintenance, construction projects, finance, and personnel including community development and redevelopment.

SUPERVISION: Manages, leads, and directs, either directly or through subordinate levels of supervision, all employees, programs, and projects of the Housing Authority.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The following represent the major essential and secondary duties of the position; however, they are not intended to be all-inclusive. The Housing Authority BOC reserves the right to change, reassign, or combine job duties at any time.

ESSENTIAL JOB FUNCTIONS:

1. Accountable for the overall administration of all Housing Authority programs and projects.

Ensures that all programs are operated in compliance with all applicable regulations and within contractual budget parameters. The work involves budget development and monitoring; accounting and finance activities and

reports; grant proposals, housing management programs compliance; approval of contracting and procurement policies and actions; agency policy development and administration; facilities management; resolution of technical and/or administrative problems; and staff supervision, training, and professional development. Prepares, or oversees the preparation of all ongoing HCV, PHA management audits and specialized reports for HUD regarding the Housing Authority's activities, programs and services. Will oversee the development of future projects and redevelopment as requested by the Board of Commissioners.

2. **Serves as Chief Staff Support to the Housing Authority's Board of Commissioners.** Develops, presents, and proposes agency agenda issues and items and accompanying recommendations related to visions, goals, programs, policies, contracts, and budgets to the Board. Regularly prepares and presents related progress and activity reports. Implements Board directives.
3. **Serves as Employee Relations Manager for the agency.** Evaluates agency organizational structure, job classifications, salary comparability, etc. and makes recommendations to the Board for improvements while maintaining the organization's positive relationship with its employees.

4. **Participates in the development of new affordable and market value housing based upon community needs.**

The Executive Director Interfaces with lenders, local government officials, non-profit organizations, architects, contractors, realtors, and others, to investigate new, creative approaches to expanding local housing base. The Executive Director in the role of ED of the ORHA Development Corporation interfaces with lenders, local government officials, non-profit organizations, architects, contractors, realtors, and others, to investigate new and creative approaches to expanding local housing base.

5. **Represents the Housing Authority on a local, statewide, regional and national level to promote awareness of housing programs and services.**

Interfaces directly with media, public and private groups, boards, commissions, and professional associations. Makes presentations to groups and/or individuals to elicit information, solicit business and to promote the agency's services and objectives. Develops, or oversees the development of brochures, reports, news releases, and other information and/or marketing documents. Serves on boards of related associations and groups.

6. **Performs other essential duties and tasks as assigned by the Board.**

QUALIFICATIONS:

Mandatory Qualifications:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires a thorough and extensive knowledge of the principles and practices related to the overall administration of a public agency to include personnel management, budgeting, financing, marketing, reporting, policy development and implementation, and program administration.
2. Knowledge of federal grant application development and the ability to learn and interpret state and federal-assisted housing programs, laws and regulations including interpretation, development, and implementation of policy directives and changes; program compliance; budgeting and finance requirements. Extensive experience working directly in a public housing program(s) in a supervisory capacity with direct budgetary responsibility is desirable.
3. Requires basic knowledge of real estate development (including financing, design, construction and management). Requires the ability to read, understand and negotiate contracts.
4. Requires extensive experience in managing an organization and personnel including the ability to communicate, train, counsel, and discipline employees effectively, to conduct effective performance appraisals and to create a harmonious working environment.

Qualifications Continued

5. Requires strong written and verbal communication and interpersonal skills as direct communication with supervisors and employees, either individually or in groups, is an integral part of this job. Evidence of ability to conduct effective presentations before public and private agencies, officials, and other groups or individuals.
6. Must be able to develop and maintain extensive contacts and interact with a variety of community groups, government officials, contractors, architects, realtors, and other individuals, including persons of varying knowledge and educational levels to elicit information and effectively design, implement and maintain existing and potential housing programs.
7. Must maintain a personal ethical foundation to foster public trust and maintain professional ethical conduct at all times.

Secondary Qualifications: Although not mandatory, the following qualifications will enhance an individual's chance for success in the job and are desirable.

1. Previous experience as a director for a housing authority and/or like organization.
2. Direct working experience or training in building codes and construction.
3. Knowledge of tenant-landlord laws.
4. Knowledge of database, e-mail, use of Internet, spreadsheet and word processing software. Must be able to learn other computer software programs as required by assigned tasks.

EXPERIENCE AND TRAINING

Graduation from a four year college or university with a bachelor's degree in business/public administration/or an applicable field (masters preferred); and five years responsible administrative experience including three of those years in a management capacity with fiscal oversight including housing management and/or community and housing development; or any combination of education, training or experience that ensures the ability to perform the duties and responsibilities of the position.

PHYSICAL REQUIREMENTS AND DEMANDS OF POSITION:

While performing the duties of the position, the employee is frequently required to communicate and exchange information with others in person, in writing and via email and telephone. The employee is required to reach and manipulate objects, tools or controls. The position requires operating equipment such as a computer, calculator and other standard office equipment. Requires the physical ability to operate a motor vehicle and travel on a regular and ongoing basis to local, regional, and nationwide sites and meetings and to inspect properties. Requires the ability to physically access raw land, construction sites, and/or existing houses and buildings, possibly on rough terrain, in order to conduct preliminary and on-going inspections. Units may be multi-storied without access to an elevator or situated far back from parking areas. May have potential exposure to various elements including dust, dirt, mud, inclement weather, insects, cobwebs, filth, and smoke.

