

JOB DESCRIPTION:

TITLE: Housing Authority Director/Part-Time/Exempt

DEPARTMENT: Administration

REPORTS TO: Housing Authority Board

Summary:

This position provides leadership and management of the planning, organizing, staffing, direction and control functions of the Housing Authority. Interprets and implements policies approved by the Housing Authority Board and is responsible for the administration of Board policies.

Essential Job Functions:

- Directs the activities of the Public Housing Authority (PHA) in compliance with all federal and state rules and regulations and within the limits of the PHA's approved budget.
- Reports to the Board of Housing Authority and attends regularly scheduled meetings informing the Board of the status of activities and projects in the Housing Authority of the city.
- Acts as secretary to the Board, maintaining appropriate minutes, files and records.
- 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 meetings, workshops, conferences, seminars and other sessions, in order to gain firsthand knowledge of new or improved housing programs in the public and private sectors.
- Keeps informed of changes and innovations in the housing field as to matters of policy and operation.
- Acts as the Agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes.
- 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 Contracting Officer.
- Receives bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.
- Supervised management and control of agency's payables, receivable, cash or other assets associated with operating contracts, insurance administration and all internal and external financial operations.
- Directs and coordinates activities of managerial personnel engaged in carrying out agency objectives.
- Supervises the purchases of equipment, materials, and labor to satisfactorily meet the standards of good and proper maintenance.
- Reviews/approves and implements regulations and notices from governmental and regulatory agencies and responds to such in (written) timely manner.

- 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.
- Responsible for grant writing and acquisition of financial resources to fund Housing Authority programs.
- Performs other duties as may be assigned by the Housing Authority Board members.

Minimum Qualifications:

- Experience in public and multifamily Housing, or an equivalent combination of education, training, or experience.
- Thorough understanding of public and multifamily housing, including applicable laws and regulations, maintenance, project management, and financial management are required.
- Thorough knowledge of the Housing Choice Voucher program is required.
- Public Housing Management (PHM) Certification required, or to be obtained within one year of employment.

Minimum Requirements:

- Must possess a valid Texas “Class C” driver license.
- Must be insurable.
- Must be bondable.

Physical Demands / Work Environment:

- Duties are performed inside an office environment but occasionally requires some work to be performed outside in hot/humid weather conditions.