

Job Description

Title: Executive Director
Reports To: Board of Commissioners
Department/Division: Executive Office
FLSA Status: Exempt
Employment Status: Full-Time
Salary: \$133,000 to \$142,000
Starting Date: Between 11/1/2019 and 12/31/2019

Position Summary

The Tuscaloosa Housing Authority invites applications for The Executive Director position. We are seeking someone with expertise in administering, managing, maintaining, planning, and directing the Agency's programs. The Executive Director is responsible for the safekeeping of all property and records and is the Agency's primary liaison with the Board of Commissioners (BOC), HUD, and state and local entities. The Executive Director will be responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as Public Housing Assessment System (PHAS), Section 8 Management Assessment Program (SEMAP) and other future HUD required evaluation systems. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Housing Authority

The Executive Director is expected to perform the following and all other related duties as assigned by the Board of Commissioners (BOC):

A. Essential Duties and Functions

1. The Executive Director plans, develops, organizes, coordinates, delegates, supervises, and directs the implementation of the Agency's Housing programs.
2. Oversees and provides the following services: safekeeping of the Agency's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, reporting, and preparation for all budgets and revisions. Revises and authorizes Agency expenditures and monitors funds for effective and efficient use.

- 3. Serves as Secretary/Treasurer to the Board of Commissioners, submitting budgets and informing Board of the status of activities and projects within the Agency; develops and proposes new policies or changes in existing policies; notifies the BOC of changes or proposed changes in federal, state or local legislation affecting the Agency; provides the BOC with information on evaluations of efficiency and effectiveness of Agency operations and provides recommendations for improvements.**
- 4. Serves as liaison between the BOC and Agency staff. Acts as spokesperson for the BOC when so authorized by the BOC chairperson. Works with the BOC to develop the Agency's strategic and operational plans. Effectively develops organizational structures and plans and implements internal policies, programs, goals and priorities. Responds promptly to other BOC inquiries regarding Agency plans and operations.**
- 5. Participates in negotiating contracts with outside agencies and companies for major maintenance services and management services. Receives and reviews bids and executes contracts.**
- 6. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets. Makes policy, administrative, and management decisions concerning the daily operations of the Agency.**
- 7. Identifies federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Agency.**
- 8. Discusses Agency goals, priorities, problems, and concerns with officials, representatives, and members of the local government, news media, social and public service agencies, state government, and federal government.**
- 9. Meets with residents concerning complaints and/or grievances after unresolved investigation and negotiations by designated staff and advises them of their rights to hearings according to the Agency's procedures.**
- 10. Monitors, surveys, and inspects various aspects of the Agency's operations on a frequent and continuing basis, to obtain a general idea of conditions, appearance, problems, accomplishments, and results.**

- 11. Monitors the Agency's compliance with federal, state, and local laws and regulations pertaining to the Agency. Prepares, reviews, approves, and submits reports and other documents that are required by federal, state, and local jurisdictions. Reviews proposed laws or regulations and recommends changes or improvements.**
- 12. Addresses business and civic groups on matters pertaining to the Agency. Successfully maintains positive Agency image and working relationships with the community and local, state, and federal government officials.**
- 13. Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs. Supports, assists, and works with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial, by participating in community activities and functions relevant to Agency objectives and by maintaining membership in appropriate community organizations. Documents in writing appropriate events and activities.**
- 14. Volunteers new ideas, suggestions, and recommendations to HUD as desired. At the request of HUD, or affiliated Agencies.**
- 15. Serves as Security Administrator and Use Administrator for the HUD REAC system.**

B. Staff Management

- 1. Provides on-going staff supervision to current staff to support a positive and productive working environment.**
- 2. Makes recommendations for and oversees the selection, training, direction, supervision, utilization, discipline, and termination of Agency employees.**
- 3. Makes recommendations to the BOC for schedule of salary ranges, employee benefits, and periodic revisions.**
- 4. Reviews periodic reports on the accomplishment of assigned goals and objectives.**

C. Knowledge and Skills

- 1. Thorough knowledge of the relationship of PHA's to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Agency.**
- 2. Thorough knowledge of housing bond issues. Low Income Housing Tax Credits (LIHTC) conventional loans, or other financing options.**
- 3. Knowledge of community/social services available locally and through state and federal agencies and/or funding sources.**
- 4. Thorough knowledge of Agency operating policies and procedures; pertinent HUD regulations; federal, state, local laws and regulations pertaining to housing authorities; laws and regulations governing bonded indebtedness; handling of bids; and the preparations and execution of contracts and agreements.**
- 5. Thorough knowledge of the modern principles, practices, and techniques of budgeting and accounting, personnel management, training, performance evaluation, maintenance, and the function and operation of the construction industry.**
- 6. Thorough knowledge of procurement regulations and OSHA requirements.**
- 7. Thorough knowledge of financing and development of new properties.**
- 8. Skill in addressing the public and other bodies and presenting information in a clear, organized, and convincing manner.**
- 9. Ability to accurately and completely document in writing appropriate events and activities. Ability to read and comprehend complex material. Prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.**
- 10. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned. Establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.**
- 11. Ability to analyze complex problems, interprets operational needs, develops integrated, creative solutions, and to identify operational problems and develop effective solutions.**

- 12. Ability to manage complexities and competing proprieties. Ability to coordinate information and activities among groups with differing agendas, across multi-functional areas.**
- 13. Ability to meet aggressive deadlines and effectively manage multiple priorities.**
- 14. Ability to operate appropriate Agency computer equipment and software packages.**

Supervision Controls

The Executive Director may receive instructions from the Board of Commissioners (BOC) or other governing or regulatory agency. The Executive Director routinely works without the direction of a supervisor and is free to develop methods, deadlines, priorities, and/or objectives. When instructions are received, they are usually specific and detailed because they apply to unusual and rarely occurring situations. Other instructions are usually in the form of BOC directives or policy statements. Normally, the Executive Director makes independent decisions pertaining to situations not covered by specific guidelines, but the BOC or other employees are consulted in serious or unusual circumstances. The Executive Director's work is reviewed for progress and achievement of goals.

Under normal conditions, the Executive Director makes general assignments to department Directors, specifying priorities, deadlines, and objectives. The Executive Director infrequently makes specific assignments to executive office staff. Assignments to executive office staff will include what is to be done, deadlines, quality, quantity, and priority. The Executive Director supervises professional, managerial, and clerical employees and monitors the work of multiple work units that perform related and/or unrelated work.

Guidelines

Guidelines followed by the Executive Director include published laws, regulations, handbooks, notices, contracts, agreements, codes, ordinances, policy directives from the Board of Commissioners, and technical assistance from HUD. Upon personal initiative, the Executive Director obtains informal guidance and assistance from other Agencies, professional organizations, and housing-related groups.

The Executive Director performs duties by applying the basic principles of housing Agency management and uses independent judgment in many decision-making situations. Routine decisions pertaining to the operations of the Agency, handling of funds, and personnel matters, are provided with specific guidelines in the form of internal operating policies and procedures, and federal, state, and local laws and regulations. The Executive Director is periodically monitored for compliance with existing guidelines by the BOC and HUD.

Complexity

- 1. The Executive Director performs a wide variety of tasks, which are not always clearly related.**
- 2. The Executive Director makes decisions regarding unusual circumstances, conflicting data, and non-routine situations pertaining to the overall management and operation of the Agency.**
- 3. Some tasks are difficult, such as dealing with life-threatening emergencies (inoperative gas or electric systems and crimes committed against residents).**
- 4. Responding to residents, staff members, the BOC, City officials, news media, Congress, and the public on a continuing basis necessitates great patience, tact, and diplomacy.**
- 5. Ever-changing laws and regulations require frequent updating and promulgation of Agency plans, policies, and procedures, particularly those affecting applicants and residents, such as the admission of aliens, federal selection preferences, and rent computations.**

Scope and Effect

The Executive Director's leadership affects the Agency's image in the community, staff throughout the Agency, and the Agency's residents. Effective leadership in managing, operating, and maintaining housing programs has a positive impact on the Agency's overall mission: to provide its residents housing that is decent, safe and sanitary and programs and services that meet their needs. Successful accomplishment of that mission can result in betterment of housing in surrounding communities and provides a positive image in the community.

Personal Contacts

The Executive Director has contact with a broad range of individuals including: the news media; BOC; federal, state and local government personnel; social service personnel; housing residents; the general public; various special interest groups; and all levels of Agency personnel. Most contacts with people outside the Agency are relatively unstructured and require tact and diplomacy on a routine basis. Regularly, contact requires negotiation and/or handling of controversial matters.

Contact with the public serves multiple purposes including: giving or gaining information, planning, coordinating, and advising motivating, influencing, directing persons or groups, and justifying, defending, negotiating, and resolving significant matters. Contact may occur in uncooperative, antagonistic, or unresponsive situations.

Education and Experience

A Bachelor's degree in Public Administration, Business Administration or Management or a closely related field from an accredited college or university and five (5) years of responsible managerial experience in public housing or regulatory agency or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

A Certified Management Executive (CME) Certification must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Board of Commissioners.

Physical Requirements

1. Work is principally sedentary, but may involve some physical exertion during on-site visits with residents or staff members, inspections of Agency developments, sites, dwellings, or facilities, and travel to meetings, conferences, or workshops in other cities.
2. Must be able to sit and/or stand for up to eight hours at a time while performing work duties. Be able to bend, stoop, push, and pull in the performance of work-related duties (e.g. moving or carrying objects or materials).
3. Must be able to use fingers bilaterally and unilaterally to operate office-related equipment.
4. Must have vision and hearing corrected to be able to perform essential job functions.
5. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
6. Must be able to maintain punctuality and attendance as scheduled.

7. **Must maintain a professional appearance and portray a positive image for the Agency.**
8. **An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.**

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, it may involve visits to housing developments, sites, dwellings, or facilities.

Other Requirements

1. **Must possess a State of Alabama driver's license and maintain a good driving record.**
2. **May be required to work an unusual work schedule.**
3. **Must work with the highest degree of confidentiality.**
4. **Must be available for occasional overnight travel for training.**
5. **Must pass employment drug screening & criminal background check.**

The Tuscaloosa Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Board of Commissioners.

The deadline for accepting applicants is Monday, June 17, 2019. Interested parties may send their resume to Mr. Lin Moore, Chairman of the Board of Commissioners of the Tuscaloosa Housing Authority at the following address:

**Mr. Lin Moore
C/o Ms. Emily James
Pritchett-Moore, Inc.
P. O. Box 2086
Tuscaloosa, AL 35403**