

The Housing Authority of the City of Athens, Alabama

The Housing Authority of the City of Athens (Authority) is a public housing authority chartered under the laws of the State of Alabama in 1949. The Authority is governmental in nature, but is not a part of the general city, county, or state government. The Authority uses no local tax revenue in its operation but derives the majority of its revenue from rents and federal subsidies.

Historically, the Authority is best known for the administration of 240 units in the Public Housing program. In July, 2019, however, the Authority converted to HUD's project-based rental assistance program. Following the conversion, the 240 units are now owned by the Athens Housing Management Agency, Inc. (AHMA). AHMA is an instrumentality of the Authority. The Authority now manages and operates the HUD project-based rental assistance program for AHMA.

The funding sources for the Authority and AHMA are solely from rental income and subsidies from the U.S. Department of Housing and Urban Development.

In Athens, the Authority unites housing, people, and services to assist residents in building their neighborhoods and communities. The Authority believes that it takes more than bricks, mortar, and funding to assist people in making a home.

POSITION OVERVIEW

The Executive Director (ED) is a highly responsible administrative and professional position having the responsibility for the planning, organizing, coordinating, and directing the Project-Based Rental Assistance Program funded by the US Department of Housing and Urban Development (HUD).

The incumbent shall be responsible for the management of all activities related to the multifamily assistance programs. This position will supervise administrative, eligibility, and maintenance employees.

Reporting to the Board of Commissioners, this position shall supervise the staff responsible for eligibility, leasing, continued occupancy, termination, and inspection of all the properties in the in the Project-Based Rental Assistance Program.

The ED shall be responsible for the financial performance of the programs in compliance with and comply with the requirements of HUD Handbook 4350.3 REV-1, Occupancy Requirements of Subsidized Multifamily Housing Programs and HUD Handbook 4350.1, Multifamily Asset Management and Project Servicing.

The ED shall also market the dwelling units and select families in accordance with the HUD-approved Affirmative Fair Housing Marketing Plan

The Executive Director shall serve as secretary- treasurer and contracting officer for the Authority.

Work is performed under the broad direction of the Board of Commissioners with extensive latitude for independent actions and judgment. Direct supervision is exercised over all employees of the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The statements contained herein reflect the general details necessary to describe the principal functions of this job but should not be considered to be an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences, to provide relief, to equalize peak work periods, or to balance the workload.

The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties. The functions include the following:

1. Responsible for all aspects of the operation of the Project-Based Rental Assistance Program.
2. Supervises the performance of eligibility, occupancy, and verification tasks that may include background checks, income verification, documentation of family composition, verification of citizenship status, and other tasks as defined in HUD Handbook 4350.3 REV-1, Occupancy Requirements of Subsidized Multifamily Housing Programs & Tenant Selection Plan.
3. Confirms the accuracy and timely submission of the 50059 “Owner’s Certification of Compliance with HUD’s Tenant Eligibility and Rent Procedures” in accordance with HUD 4350 Handbook.
4. Ensures the annual inspection of all properties on the program at least annually in accordance with the Housing Quality Standards as issued by HUD or other protocol imposed by HUD, local code, or state regulations.
5. Manages the property management functions for the Multifamily Assistance Program through subordinate Property Managers (if any) to ensure the effective and efficient operation of assigned properties. Establishes and maintains goals and standards to meet this objective.
6. Oversees the leasing performance of assigned developments and provides training and support to staff to maintain acceptable occupancy levels.
7. Oversees the assessment and collection of all rents and charges in assigned developments and ensures that property receivables are within the prescribed standard.
8. Ensures that all properties are inspected in accordance with the applicable protocol and that Property Managers or Staff (if any) assist with the development of plans to address deficiencies.
9. Supervises eligibility and continued occupancy and maintenance staff with the preparation for various external inspections and reviews to include Management Operations Reviews by the PBRA Contract Administrator.
10. Represents the Authority daily on the site in accordance with established policies and procedures.
11. Reviews Federal Regulations and HUD directives to ensure the Authority’s compliance and advises the Board of Commissioners of necessary changes or adapting new policies and procedures to conform to regulations.
12. Attends HUD Multifamily professional meetings and training sessions to ensure proficiency in the eligibility, property management, and program compliance fields.

Knowledge, Skills and Abilities

Knowledge of the principles, methods, and practices of administration, fiscal, and organizational management.

Knowledge of information technology systems and software systems.

Knowledge of all HUD online systems and related applications for online reporting.

Knowledge, planning, and administration of the HUD Approved Capital Needs Assessment Report.

Knowledge of the purposes, policies, and regulations of the agency as established by the Board of Commissioners as set forth by HUD regulations.

Knowledge of real estate management and tenant-landlord law.

Knowledge of the federal laws, state laws, and city ordinances governing public and other subsidized housing programs, including health and fire regulations, landlord/resident relationships, leasing of property and evictions.

Considerable knowledge of laws and regulations governing bonded indebtedness, handling of bids, and preparation and execution of contracts and agreements.

Considerable knowledge of the organization and programs of community agencies and groups that can assist the agency in meeting the needs of the residents.

Knowledge of the principles and procedures of buildings and ground maintenance.

Ability to deal tactfully and effectively with public, civic, and community organizations.

Ability to establish and promote effective working relationships with employees, residents, and the public.

Excellent verbal and written communication skills.

Must be bondable and insurable under the Authority's vehicle insurance program.

Knowledge of the development and operation of non-profit entities.

The Executive Director must exercise initiative, tact, and considerable public relations skills.

Education and Experience

A bachelor's degree from an accredited four-year college or university with major course work in business management, public administration, business administration or a related field is preferred.

No less than four (4) years of progressively responsible experience administering subsidized housing programs, including no less than four (4) years in a senior staff level position. An equivalent

combination of education and/or experience which provides the required knowledge and abilities will be considered.

Working knowledge of the Project-Based Rental Assistance and a considerable understanding of the Multifamily Housing Department of the U.S. Department of Housing and Urban Development.

Working knowledge of the HUD Project-Based Rental Assistance Housing Assistance Payments Contract and the RAD Use Agreements.

Salary and Benefits

The salary is negotiable dependent upon skills and level of experience. Benefits are available which may include health, life insurance, long term disability, MetLife retirement, paid holidays, annual and sick leave and productivity incentives.

Instructions for Applying for Position

To apply for the position, send:

- (a) Letter of Interest;
- (b) Resume; and
- (c) Three (3) professional references

To the following email address: athenshousingsearch@gmail.com

A committee selected by the Board of Commissioners will review and evaluate the applications and make recommendations to the full Board for interview. The Board of Commissioners will conduct interviews in person and make final the selection. **Applicants selected to be interviewed must attend the interviews to be considered.**

Due Date – Open Until Filled

The Athens Housing Authority is an Equal Opportunity Employer (EOE). Applicants receive consideration for a position without regard to race, color, religion, sex, pregnancy, age, national origin, disability, genetic information, sexual orientation, gender identity, political affiliation, or any other class protected by law.

The Athens Housing Authority is an e-Verify employer and reviews the eligibility of each employee to work in the United States.

The Athens Housing Authority is a drug- and alcohol-free workplace. The Athens Housing Authority requires a criminal history record review for all positions. The Athens Housing Authority reserves the right to close or withdraw at any time any position it lists or advertises.