

# AUBURN HOUSING AUTHORITY EXECUTIVE DIRECTOR

The **mission** of Auburn Housing Authority is to develop, provide and assist decent, safe and affordable housing for lower income persons. The Authority shall strive to create opportunities for residents' self-sufficiency and economic independence and shall assure fiscal integrity by all program participants.

The Executive Director supervises staff and reports to the Board of Commissioners.

**Purpose:** To serve as the chief administrative officer of Auburn Housing Authority, and to provide the leadership and management of the planning, organizing, staffing, direction and control functions of the agency. To ensure AHA is continually mission-focused and effectively managed to meet annual service and financial goals. Interprets and implements policies approved by the Board and is responsible for the administration of Board policies. Supervision is reflective of the ability to lead and motivate managers and supervisors in developing, maintaining, and modifying departmental goals.

## **ESSENTIAL TASKS OF THE POSITION:**

### **A. Interprets, implements and administers the policies of the Board of Commissioners and all federal and state housing regulations.**

1. Prepares and presents all material to be reviewed by and to be acted upon by the Board.
2. Acts as Secretary to the Board, maintaining appropriate minutes, files and records.
3. Determines appropriate course(s) of action relative to adopted policies and procedures.
4. Approves all correspondence, notices and directives dealing with policies issued by the Board for clarity and soundness.
5. Represents the Authority 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 interests.
6. Attends, on a consistent basis, meetings, workshops, conferences, seminars and other sessions, in order to gain first-hand knowledge of new or improved housing programs in the public and private sectors.
7. Prepares reports for internal and external use.
8. Acts as the agency's Public Relations Officer clearing all external statements, reviews and policies before being released to media.
9. Acts as the agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes.

10. Acts as the agency's Affirmative Action and Contract Compliance Officer.
11. Assists the Chairperson with Commissioner educational programs and opportunities to become knowledgeable and effective.

**B. Provides for the administration, leadership and management of the agency.**

1. Prepares and presents to the Board for approval and subsequently administers and controls the conditions outlined in the Annual Contributions Contracts, annual budgets and other supplemental budgets.
2. Selects, appoints, disciplines, promotes, transfers all Authority employees and terminates employees as necessary.
3. Supervises a small number of managerial employees and indirectly monitors the performance of all agency employees.
4. Responsible for the final review and approval of all work programs.
5. Receives bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.
6. Supervises the management and control of Authority's payables, receivables, cash or other assets (including investments) associated with operations.
7. Authorizes expenditures/purchase orders in compliance with Board policies.
8. Anticipates Board's, staff s, and residents' needs and responds by making executive level decisions where appropriate to improve operations and services.
9. Initiates the writing of proposals and grants.
10. Creates and may serve as a member where appropriate on essential committees.
11. Fosters quality relationships with Fee Accounting Firm and Authority's CPA Firm for Annual Audit.

**C. Directs and coordinates activities of managers engaged in carrying out agency objectives:**

1. Designs, implements and administers all agency functions and sub-functions so as to meet (or exceed) HUD Standards, such as PHAS & SEMAP.
2. Reviews, maintains and implements all appropriate Authority personnel policies and procedures.
3. Establish goals and objectives for department heads and approves those set for managers and supervisors.
4. Supervises, monitors and evaluates performance of department head personnel.
5. Compiles budgets in coordination with the Assistant Director and the Fee Accountant.
6. Reviews/approves and implements regulations and notices from governmental and regulatory agencies and responds to such in (written) timely manner.
7. Reviews/approves workload, schedules personnel assignments, status of ongoing work, projects and available personnel for work assignments in order to plan agency activities.

8. Assigns/approves specific duties to personnel and special projects, considering individual knowledge and experience.
9. Reviews/approves reports, papers and other records prepared by personnel for clarity, completeness, accuracy and conformance with agency policies.
10. Coordinates work activities of administration with other departments, sections or agencies to prevent delays in actions required or to improve service to residents.
11. Plans and conducts or arranges for orientation and training of personnel.
12. Approves leave requests, commendations and disciplinary actions.
13. Maintains a high degree of personal flexibility and capability to address multitasks and assignments of agency.
14. Assures confidentiality of personnel information, processes and data which would be damaging if not properly safeguarded.

## **II. SECONDARY POSITION TASKS:**

A. Performs duties as assigned by the Board of Commissioners.

B. The position requires:

1. Considerable knowledge of the principles, theory and methods of executive level management.
2. Ability to establish and maintain effective working relationships with staff members, community leaders and regulatory agency administrations.
3. Ability to prepare and issue clear and concise instruction, verbally and in writing.
4. Ability to research and gather essential data relating to housing management/maintenance issues.
5. Strong knowledge of governmental regulations.
6. Ability to understand blueprints, engineering drawings and technical documents.
7. Conversant with basic non-profit accounting principles.
8. Leads efforts to convert public housing to the Section 8 program, subject to significant Board and resident input, based on the principle that such conversion must benefit both residents and the long-term viability of this housing stock.

## **III. POSITION REQUIREMENTS AND QUALIFICATIONS**

A. **Education Level:** Four-year college degree with a major in business management, public administration, financial, personnel management or affiliated field required; this requirement may be waived for a four-year liberal arts degree and four or more years' progressively responsible experience in a not-for-profit housing agency. Master's degree desirable.

B. **Experience in Related Field:** A minimum of 4 years of progressively responsible administrative experience and a thorough knowledge of executive level practices required.

C. **Unique Expertise/Certifications /Registration:**

1. Maine Drivers License unrestricted except for special equipment.
2. Possess or have ability to obtain Public Housing Managers Certificate within six months from an accredited organization.
3. Ability to maintain and enforce confidentiality in all assignments.
4. Ability to work harmoniously with other authority personnel.
5. Ability to relate to and interact with the elderly, lower income persons and landlords.
6. Ability to be flexible and perform work under time pressure.
7. Ability to train persons and give directions to other staff.