



<b>Job Title</b>	Executive Director
<b>Department</b>	Administration
<b>Salary Schedule</b>	At Will – Contract Range 74

**Summary:** The Executive Director will coordinate, and manage the overall administrative and programmatic activities, operations and staffing of the Housing Authority. Will advise and assist the Board of Commissioners; will provide effective leadership to staff, while implementing the strategic plan, vision and mission of the organization.

**Supervision:** Direction is provided by the Board of Commissioners

**Essential Duties and Responsibilities:** *The details below are intended to describe the general nature and scope of work being performed by incumbent. This is not a complete listing of all responsibilities and duties. Other duties may be required as part of the full scope of the responsibilities of the Executive Director position.*

- ✓ Assume responsibility to manage, plan, direct and coordinate the work plan; assign projects and programmatic areas of responsibility; review, evaluate and assess workload, work methods and procedures, meet with staff regularly to identify opportunities for improvement, resolve problems and direct and implement changes
- ✓ Direct the development and implementation of IVHA goals, objectives, policies, priorities for each assigned service area; implement policies, procedures, guidelines, work rules, regulations and methods consistent with goals of the agency
- ✓ Research and analyze new federal and State housing program regulations. Work with the mid-management and other assigned staff in the development and implementation of proposed agency policies and procedures
- ✓ Conduct routine and regular Team meetings to discuss current and future projects, regulation changes, procedure changes and problem solving
- ✓ Ensure adequate controls are installed, implemented and that substantiating documentation is approved and available. May lead and coordinate various external and internal audit processes, and ensure administered programs and processes are in compliance with mandated guidelines, rules, regulations and procedures through inter department management

- ✓ Conduct analysis and make recommendation to the Board of Commissioners relative to administrative and program policies and procedures and implement actions
- ✓ Confer with staff on administrative and operational problems; make appropriate decisions and recommendations
- ✓ Prepare and submit to the Board of Commissioners reports of finances and administrative and operational activities, keep Board advised of financial conditions, program progress and present future needs of the Housing Authority
- ✓ Interpret, explain and analyze policies, procedures and programs
- ✓ Confer with residents, prospective residents, the general public and other individuals, community groups and outside agencies having an interest or potential interest in affairs of Housing Authority concern
- ✓ Respond to the most difficult complaints and requests for information
- ✓ Acts as the Agency's Public Relations Officer, clearing all external statements, reviews and approves all policies before being released to the public or media
- ✓ Represent the Housing Authority in the community and at professional meetings as required.
- ✓ Negotiate agreements and commit the Housing Authority to specific actions within limits of policies.

**Behavioral Competencies:** *To perform the job successfully, an individual should demonstrate the following:*

- ✓ **Leadership:** Provide direction by clearly and effectively setting course of action for the assigned Team; manage by example and by providing regular feedback and reinforcement to the Team
- ✓ **Commitment:** Set high standards of performance for self and Team; pursue aggressive goals and work smart to achieve success
- ✓ **Customer Service:** Meet/Exceed the expectations and requirements of internal and external customers; identify, understand, monitor and measure the needs of both internal and external customers
- ✓ **Effective Communication:** Ensure important information is passed to those who need to know; convey necessary information clearly and effectively, orally or in writing; demonstrate attention to, and convey understanding of, the comments and questions of others; and listen effectively

- ✓ **Analytical:** Collect and research data, use experience and knowledge to analyze the best course of action
- ✓ **Responsiveness and Accountability:** Demonstrate a high level of conscientiousness
- ✓ **Confidential:** Must abide by strict ethical standards, integrity objectivity and confidentiality when interacting with colleagues, customers and in the course of all job duties
- ✓ **Critical Analysis:** Analyze issues and make rational recommendations

**Job Competencies:**

- Extensive knowledge of the regulations concerning including rules, regulations, requirements and guidelines of public housing authority funding agencies including: U.S. Department of Housing and Urban Development, State of California Housing and Community Development, USDA Rural Development
- Strong problem solving analytical skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis
- Develop, mentor and motivate Team members with tact and diplomacy; exhibit professionalism and lead by example
- Strong knowledge in the development of affordable housing

**Education and/or Experience:**

Minimum of a Bachelor's Degree in business, public administration, public policy or related field. Master's Degree is preferred.

Minimum of five years of increasingly responsible administration experience in development, planning, implementation and/or operation of public sector affordable housing programs

Real Estate Broker's License desirable

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain an appropriate valid California motor vehicle operator's license.