

## JOB DESCRIPTION OF THE POSITION OF EXECUTIVE DIRECTOR

REPORTS TO: Board of Commissioners

SUPERVISES: Management Team and Administrative Staff PURPOSE:

To provide the leadership and management of the planning, organizing, staffing, direction and control functions of the agency. Interprets and implement policies approved by the Board and is responsible for the administration of Board policies.

### I. ESSENTIAL TASKS OF THE POSITION:

- A. Interprets, implements and administers the policies of the Board of Commissioners and all applicable federal and state housing regulations.
  - 1. Supervises the preparation of 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 related 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 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.
  - 6. Attends, 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. Keeps informed of changes and innovations in the housing field as to matters of policy and operation.
  - 8. Prepares reports for internal and external use.
  - 9. Acts as the Agency's Public Relations Officer clearing all external statements, reviews and policies.
  - 10. Acts as the Agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes.
  - 11. Acts as the Agency's Contracting Officer.
  - 12. Makes recommendations to the Board on adoption of new policies and changes to existing policies.
  
- 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 Contribution Contract, annual budgets and other supplemental budgets.
  - 2. Selects, appoints, disciplines, promotes, transfers and terminates all agency employees according to Board policy as amended from time to time.
  - 3. Supervises 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 and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.
  - 6. Supervises management and control of agency's payables, receivables, cash or other assets

- (including investments) associated with operating contracts, insurance administration and all internal and external financial operations.
7. Authorizes expenditures in compliance with Board policies. (ie procurement)
  8. Anticipates Board's, staff's and clients' needs and responds by making executive level decisions where appropriate to improve operations and services.
  9. Initiates the writing of proposals and grants.
- C. Directs and coordinates activities of managerial personnel engaged in carrying out agency objectives:
1. Designs, implements and administers all Agency functions and sub-functions so as to meet (or exceed) agency PHAS goals.
  2. Reviews, maintains and implements all appropriate Agency personnel policies and procedures.
  3. Establishes goals and objectives for staff.
  4. Supervises, monitors and evaluates performance of staff.
  5. Compiles agency budget for Board review and approval and reviews agency budget.
  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 on-going work, projects and available personnel for work assignments in order to plan activities.
  8. Provides general oversight of the maintenance of all developments to ensure a high degree of livability at the lowest possible cost.
  9. Assigns/approves specific duties to personnel, considering individual knowledge and experience.
  10. Supervises the purchases of equipment, materials, and labor to satisfactorily meet the standards of good and proper maintenance.
  11. Reviews/approves reports, papers and other records prepared by personnel for clarity, completeness, accuracy and conformance with Agency policies.
  12. 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.
  13. Assists coordination of work activities of administration with other departments, sections or agencies to prevent delays in actions required or to improve services to residents.
  14. Supervises and arranges for orientation and training of personnel.
  15. Approves leave requests, commendations and disciplinary actions.
  16. Maintains a high degree of personal flexibility and capability to address multi tasks and assignments of Agency.
  17. Assures confidentiality of personnel information, processes and data which would be damaging if not properly safeguarded.
- D. Performs other such duties as may be assigned by the Board of Commissioners.
- E. The position requires:
1. 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 administrators.
  3. Ability to prepare and issue clear and concise instructions, either verbally or in written form.
  4. Ability to research and gather essential data relating to housing management/maintenance issues.

5. Working knowledge of governmental regulations.
6. General ability to understand blueprints, engineering drawings and technical documents.
7. Ability to determine appearance and conditions of all buildings owned or managed by the Twin Falls and Jerome Housing Authorities.

## **II. POSITION REQUIREMENTS AND QUALIFICATIONS.**

### **A. Minimum Qualifications.**

1. Requires education and experience equivalent to a bachelor's degree and or three years administration experience, including supervisory or managerial experience. Requires planning, accounting, administrative, public relations & verbal/written communication skills; and the ability to maintain excellent relationships with residents, staff, government officials and the public.
2. Excellent written and oral communication skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on the public housing program.
3. Ability to demonstrate sensitivity to the problems and concerns of the residents, resident groups and the needs of special interest groups.
4. Prior skills in budgeting, personnel management and public relations.
5. Working knowledge of fiscal management, maintenance systems, personnel and administration management systems in public or private housing.
6. Substantial background in the implementation of management controls and systems.
7. Considerable knowledge of local, state and federal governmental procedures and regulations as they relate to housing development, construction and the management of local housing authority operations.

### **B. Unique expertise/certification/registrations required:**

1. Ability to travel between buildings and properties owned and operated by the Twin Falls and Jerome Housing Authority programs and to other meeting locations as required.
2. Public Housing Manager Certificate from a HUD approved organization is required within two (2) years of employment, but may be substituted by NAHRO Certified Management Executive designation or the PHADA Executive Director Education Program or the NELROD Executive Director Program within two (2) years.
3. Must be bondable
4. Ability to maintain and enforce confidentiality in all assignments
5. Ability to work harmoniously with other agency personnel.
6. Ability to relate to and interact with residents in low and moderate income housing settings.
7. Ability to be flexible and perform work under time pressure.
8. Ability to train and give directions to other staff.
9. Ability to work at least 40 hours per week.
10. Competency in operating computer(s), printers and general office equipment.

THE TWIN FALLS HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER. DRUG FREE WORKPLACE.  
Back Ground Check and Drug Screening Required.