

HOUSING AUTHORITY of the CITY OF OPELIKA
1706 TOOMER STREET
P.O. Box 786
OPELIKA, ALABAMA 36803-0786
(334) 745-4171

JOB OPENING NOTICE

DATE: October 5, 2017

- 1) CLASSIFICATION: **Executive Director**
- 2) SALARY RANGE: \$ 104,107 per year minimum
- 3) RESPONSIBILITIES: See Attached or go to www.opelikaha.org for job description
- 4) PERSONS INTERESTED: Submit Resume With Qualifications in Writing to:

Human Resources
Opelika Housing Authority
1706 Toomer Street
Opelika, Alabama 36801-6544

Via Email: opelikaha@opelikaha.org

APPLICATIONS ACCEPTED UNTIL November 17, 2017
(Please No Telephone Calls)

THE HOUSING AUTHORITY OF THE CITY OF OPELIKA IS AN EQUAL OPPORTUNITY EMPLOYER. THE HOUSING AUTHORITY OF THE CITY OF OPELIKA DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION OR HANDICAP.

Job Description

Housing Authority of the City of Opelika

Executive Director

Department: Executive

Date:

Reports To: Board

FLSA: E

Summary

Plan, organize, and direct a comprehensive program of multifamily housing administration and development, housing choice voucher program management, neighborhood revitalization, and neighborhood development. Oversee community, social, cultural, and individual enrichment programs for residents. Administer housing grants and related federal assistance programs. Plan, develop, and implement policies and objectives in accordance with board directives. Coordinate activities of the departments and divisions of the Authority to achieve operational efficiency. Analyze budget requests, compile organizational budget and present it to the Board for final approval. Confer with authority personnel and review activities to determine whether changes would benefit the organization.

Essential Job Functions

- A. Manage multifamily housing and housing voucher programs of the Housing Authority
 1. Establish policies and procedures to assure that all operations of the authority function in accordance with Board directives, and HUD regulations
 2. Monitor housing authority operations by reviewing records and reports, and assuring that reports are submitted to HUD in a timely manner, and that scores are acceptable
 3. Direct and coordinate activities of redevelopment programs, federal and other special programs
 4. Make hiring decisions based on staff recommendations and/or direct information
 5. Oversee the maintenance of all personnel files and records, including personnel action forms, performance appraisal, disciplinary actions, tax deduction information, etc.
 6. Confer with the Director of Finance and Administration and the Director of Housing Operations regarding matters related to their respective areas of responsibility and matters with general applicability to the organization
 7. Resolve disputes, aggravated problems, or other matters not resolved at a lower level
 8. Serve as contracting officer for the Authority, which includes preparing or directing preparation of contracts, agreements, and other instruments, signing on behalf of the Authority, assuring that provisions of contracts and agreements are followed, and authorizing payments
 9. Maintain calendar of tasks, projects, and reports due for the authority and follow-up to ensure compliance with Authority, HUD, and Federal reporting requirements and local goals and objectives

- B. Represent the Housing Authority in the community, with HUD, and other groups and agencies, and stay abreast of developments and trends in multi-family housing
 1. Consult with individuals, groups, and agencies regarding the development of programs or legislation that would affect the authority
 2. Participate on various advisory committees, and civic organizations in order to promote multi-family housing, and maintain a positive profile in the community
 3. Attend and assume leadership role in professional organizations
 4. Prepare news releases, and participate in local radio talk shows and T.V. programs, as needed
 5. Stay abreast of housing matters, developments, and opportunities by studying HUD regulations, laws, ordinances, and publications, and by attending professional conferences, training, and meetings
 6. Maintain a positive relationship with HUD officials in order to obtain information and guidance, as needed

- C. Confer with oversight Board regarding policy, goals, plans and fiscal matters
 1. Plan monthly agenda and provide Board with advance notice, including data and materials related to agenda items
 2. Inform Board members regarding current situations, and status of various projects

3. Recommend actions regarding programs, grants, budget, staffing, etc.
 4. Present annual budgets and budget revisions for approval
 5. Consult with legal counsel on new resolutions of the Board, contracts, agreements, or other matters requiring legal interpretation and advice
 6. Recommend awarding of contracts for construction and consulting following evaluation of bids and proposals
 7. Prepare correspondence related to Board actions, policy matters, and complex or controversial matters
- D. Formulate short and long term goals and plans for the Authority
1. Establish and maintain the 5-year plan
 2. Prepare or direct the preparation of the annual needs statement
 3. Monitor progress by meeting with administrative staff to ascertain achievements, and by reviewing reports
 4. Establish performance standards for directly reporting subordinates, prepare performance appraisals, and discuss with employees
 5. Take disciplinary action, as needed
 6. Develop and implement plans to achieve short-term and long-term goals
 7. Prepare or direct preparation of grant and funds applications
 8. Research new programs and sources of housing authority funds, evaluate and make appropriate recommendations to Board
- E. Oversee housing operations, either directly or through subordinate supervisors
1. Promote high level of occupancy by establishing efficient procedures and reviewing records and data regarding occupancy levels and applicant processing
 2. Review information regarding rent and other collections received to assure that goals are met
 3. Assure that grievances regarding housing matters are heard and resolved in accordance with established procedures and HUD regulations
 4. Assist with representing the Authority in court, as needed
 5. Monitor relocation of residents affected by modernization or other construction work and coordinate activities, as needed
 6. Monitor HCV Program activities, such as inspections, rental, payments, conduct the HCV Program SEMAP internal audit annually, etc.

Knowledge, Skills, and Abilities

1. Knowledge of HUD, and other federal, state, and local policies, procedures, and regulations related to the operation of a housing authority
2. Knowledge of the principles and practices of management and supervision
3. Knowledge of the principles and practices of communication
4. Knowledge of the principles and practices of budgeting and budget administration
5. Knowledge of report preparation techniques
6. Knowledge of the principles and practices of accounting and finance
7. Knowledge of the principles and practices of human resources administration
8. Knowledge of federal state and local laws and regulations related to personnel including EEO, labor relations, FLSA, COBRA, Workman's Compensation, ADA, and FMLA
9. Knowledge of modern office equipment including copier, computer, calculator, fax, etc.
10. Ability to plan, organize, and assign routine work and special projects in order to meet organizational goals
11. Ability to develop and establish effective working relationships with employees, officials, and the public
12. Ability to compile data, prepare reports, analyze reports and data, and formulate recommendations
13. Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements
14. Ability to develop sound fiscal systems and procedures
15. Ability to use sound judgment to make and implement decisions
16. Ability to use computers in compiling and analyzing data, preparing reports and correspondence
17. Ability to effectively initiate and manage work projects
18. Ability to effectively relate to and deal with public and private agencies and residents in order to accomplish organizational goals and complete projects

19. Ability to communicate effectively, both orally and in writing, with groups and individuals
20. Ability to delegate duties and assignments in order to achieve objectives
21. Ability to evaluate performance of subordinates, correct deficiencies, and to effectively assign personnel
22. Ability to present ideas and information in a clear and concise manner, both orally and in writing
23. Skilled in communicating with people inside and outside of the organization and from a broad range of socio-economic backgrounds, both orally and in writing
24. Skilled in compiling and analyzing data
25. Skilled in developing policies and procedures designed to meet the goals and objectives of the organization
26. Skilled in the preparation and presentation of ideas and information in formal and informal settings

Minimum Qualifications

Bachelor's degree in business administration, public administration, social sciences, accounting, finance, management or closely related field, plus 5 years of progressively responsible supervisory experience in housing administration, or an equivalent combination of education and experience. Master's degree preferred. Must be certified as a Public Housing Manager within 12 months of employment.

Other: Valid Driving License
Ability to be insured under the Authority's automobile policy
Ability to be covered under the Authority's fidelity bond

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all of the job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.