

# Hightstown Housing Authority

Job Description for:

## Executive Director

### Reports To:

Board of Commissioners

### Purpose:

The Executive Director shall provide leadership and management of the planning, organizing, staffing, directing and controlling functions of the agency. The Executive Director shall interpret, implement, and administer policies initiated and approved by the Board of Commissioners. The Executive Director shall supervise, lead and motivate all Housing Authority personnel in both maintaining and modifying Agency, Department and HUD goals. The Executive Director shall be able to interpret materials and communicate clearly and have knowledge of preparation and administration of operating and capital fund budgets.

### Duties and Responsibilities

1. Interpret, implement and administer policies of the Board and federal and state housing programs.
2. Prepare and present all materials to be reviewed by and to be acted upon by the Board.
3. Act as Secretary of the Board, maintaining appropriate minutes, files and records.
4. Determine the appropriate course of action related to policies and procedures adopted by the Board. Attendance at regular and special meetings of the Board of Commissioners.
5. Approve all correspondence, notices, directives dealing with the policies issued by the board.
6. Represent the Agency and maintain liaison with regulatory agencies, local officials and community-based organizations, interpreting and explaining the Agencies programs, policies, services, needs and other matters of mutual interest.
7. Prepare reports for internal and external use.
8. Act as the Agency's personnel officer, assuring that all personnel polices, procedures, position descriptions and general personnel practices conform with all applicable statutes.
9. Act as the Agency's Affirmative Action and Contract Compliance Officer
10. Provides for the administration, leadership and management of the Agency
11. Prepare and present to the Board for approval and subsequently administer and control other conditions outlined in the Annual Contributions Contract, Annual budgets, and other supplemental budgets.
12. Select, appoint, discipline, promote, transfer and terminate all Agency employees, according to Board policy.
13. Responsible for final review and approval of all work programs.
14. Receive bids for Board approval and execute contracts for work by others and monitor work in progress for compliance with contractual provisions.
15. Supervise management and control of Agency's payables, receivables, cash and other assets, associated with all operating, contracts, insurance and all internal and external financial operating.

16. Maintain a positive working relationship with the Agencies professionals, i.e., Contract Accountant, Auditor and Attorney.
17. Authorize expenditures/purchase orders in compliance with Board policy.
18. Anticipate Board, staff and resident needs and respond by making executive level decisions where appropriate to improve operations and services.
19. Initiate the writing of grant proposals to support the programs and services.
20. Establish goals and objectives for department heads and approve those set for managers and supervisors.
21. Plan, conduct or arrange for orientation and training of personnel.
22. Maintain a high degree of flexibility and capability to address multi tasks and assignments of the Agency.

**Qualifications:**

1. Education: Must have a four-year college degree in a related field or equivalent as provided by New Jersey Law.
2. Experience: A minimum of 5 years of successful work experience in multi-family housing and thorough knowledge of executive level practices required. Experience with public housing operations preferred. Knowledge of and experience with computer systems including Windows, MS Word, MS Excel, PHA-WEB and REAC.
3. Requirements: A valid NJ drivers license, ability to maintain and enforce confidentiality in all assignments; Must complete State of New Jersey required education program within 24 months of appointment, ability to work harmoniously with other authority personnel; ability to relate and interact with residents and families in a low and very low income environment; ability to be flexible and work independently with little supervision and under time constraints.

**Compensation:**

Based on experience and accepted pay scales as approved by the Commissioners.

I \_\_\_\_\_ hereby certify that I have read, understand and agree to the above description for the position of Executive Director.

Signature \_\_\_\_\_ Date: \_\_\_\_\_