

HOUSING AUTHORITY COMMISSIONER

MISSION STATEMENT: The Linn-Benton Housing Authority assists people to overcome barriers to safe and affordable housing due to income, disability or special needs, increasing their opportunities, respecting their personal dignity and maintaining the public trust.

POSITION SUMMARY: Volunteer position as member of citizen board of commissioners responsible for long-range planning, policy development, and fiscal oversight of a regional public agency.

APPOINTED BY: The Benton County Board of Commissioners appoints four Commissioners and four are appointed by the Linn County Commissioners. The eight so appointed then elect a ninth commissioner who must be a participant in the housing programs administered by the Linn-Benton Housing Authority. Commissioners serve a four-year term and may be reappointed if they so choose.

SUPERVISION EXERCISED: None individually, although as a member of the Board, hires, directs and evaluates the Executive Director.

TIME COMMITMENT: Approximately five (5) hours per month including: review monthly Director's Report, attend Board meeting on the third Tuesday of each month, occasional committee or special project work.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: The following represent the major essential and secondary duties of the position, however they are not intended to be all-inclusive. The Housing Authority Board of Commissioners reserves the right to redefine the position at any time.

ESSENTIAL BOARD FUNCTIONS:

1. Determine the mission and purpose of the organization.
2. Hire, direct and evaluate the Executive Director.
3. Ensure effective organizational planning.
4. Convene monthly Board meeting. Evaluate and act on recommendations made in Director's Report.
5. Ensure adequate organizational resources. Approve administrative, program and project budgets.
6. Manage resources effectively. Review financial and audit reports.

POSITION DESCRIPTION

LINN-BENTON HOUSING AUTHORITY

7. Conduct annual public hearing for the agency's Public Housing Authority plan, (PHA Plan) as required by HUD. Adopt annual resolution and certifications regarding PHA Plan.
8. Approve the agency's annual Section 8 Management Assessment Program (SEMAP) submission as required by HUD.
9. Adopt, review and revise LBHA Section 8 Administrative Plan, LBHA Personnel Policy, LBHA Procurement Policy and associated matters.
10. Review proposals for new, or changes to existing, housing programs or projects.
11. Enhance the organization's public image. Participate in public relations efforts to create and maintain the interests of the general public, clients, landlords, local and HUD officials in current and future housing development.
12. Review legal matters. May respond to difficult and sensitive employee, client or citizen complaints. May be requested to review Authority staff decisions on such matters.
13. Act on such other matters that may properly come before the Linn-Benton Housing Authority Board of Commissioners.
14. Assess its own performance.

SECONDARY FUNCTIONS:

As an individual Commissioner, may serve as an officer and may serve on a committee.

QUALIFICATIONS:

1. Demonstrated interest in affordable housing issues. Knowledge of local community.
2. Ability to participate in public meetings. Willingness to make necessary time commitment.
3. Ability to work as a team member with other commissioners and Executive Director, building consensus towards the best stewardship of scarce public resources to address local housing needs.
4. Prior public commission or committee experience desired. Specialized knowledge of Real Estate, Construction, Landlord/Tenant, Finance, or Social Services helpful but not required.
5. Cannot be a current Section 8 landlord or rent to a Section 8 participant during term as a commissioner.