

**EXECUTIVE DIRECTOR**

**MISSION STATEMENT:** The Linn-Benton Housing Authority improves the quality of life in Linn and Benton Counties through affordable housing.

**JOB SUMMARY:** To plan, direct and review the activities and operations of the Housing Authority including administrative services, housing management, planning and development, and maintenance; to implement policies and procedures approved by the Board of Commissioners.

**SUPERVISION EXERCISED:** Manages, either directly or through subordinate levels of supervision, all employees of the Housing Authority.

**SUPERVISION RECEIVED:** Works under direction of the Linn-Benton Housing Authority Board of Commissioners.

**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 Authority reserves the right to change, reassign, or combine job duties at any time.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinates and provides direct supervision over all programs within the Housing Authority including planning, evaluating and organizing the management of various housing programs.
2. Prepares and submits applications for new Housing Authority programs, grant and other funding applications, and the initial and ongoing development of such programs.
3. Maintains an effective community presence on behalf of the Authority, fostering harmonious working relationships with public officials, other agencies, and community partners, advocating for affordable housing and participating on appropriate professional groups and committees.
4. Coordinates 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.–Responds to and resolves difficult and sensitive citizen inquiries and complaints.
5. Guides the Board of Commissioners in sustaining a long-range plan (bi-annually evaluated and modified as appropriate) and creates resource development strategies to implement the plan.
6. Maintains minutes for the Board meetings and makes monthly written reports to the Board concerning important issues and required actions affecting the Housing Authority.

## **POSITION DESCRIPTION**

## **LINN-BENTON HOUSING AUTHORITY**

7. In consultation with the Board, prepares recommendations for housing programs, management policies, tenant admissions and occupancy policies
8. Prepares and recommends personnel policies to the Housing Authority Board of Commissioners; organizes staff and assigns duties.
9. Assumes responsibility for all Linn-Benton Housing Authority supervisory functions including but not limited to hiring, training, evaluation, compensation, and discipline.
10. Oversees the financial operations for all programs operated and managed by and through the Authority.
11. Oversees the administration of the Authority budget to insure that the agency meets federal and state fiscal requirements, implementing appropriate agency financial policies.

### **SECONDARY JOB FUNCTIONS:**

As this individual manages the entire operation of the Authority, all duties are considered essential.

### ***REQUIRED QUALIFICATIONS FOR EMPLOYMENT:***

1. Demonstrated knowledge of federal housing. Demonstrated successful administration of housing programs. Preferred: experience developing affordable housing in partnership with private and non-profit organizations with layered financing sources.
2. Demonstrated knowledge of Fair Housing, real estate, disability and tenant laws. Demonstrated proficiency with the principles of organizational management, personnel administration and supervision. Demonstrated knowledge of federal grant applications, governmental finance, budgeting and accounting.
3. Public Housing Manager (PHM) certification or the ability to obtain certification within six months.
4. Demonstrated adherence to the highest professional ethics.
5. Communicates effectively both verbally and in writing. Effectively plans, organizes and directs the activities of an organizational unit. Exercises sound judgment in making decisions on difficult administrative problems. Works harmoniously with the public, governmental officials, public agencies, community partners and the Board of Commissioners.
6. Bachelor's degree (B.S. or B.A.) from an accredited college or university, advance degree preferred. Five years of progressively responsible experience in an administrative capacity dealing with public housing programs, including at least 2 years experience in financial and personnel administration. An equivalent combination of experience or training which demonstrates the ability to meet the required qualifications may substitute for the above.