Job Description for the Position of Executive Director

DATE: 

DEPARTMENT: Administration

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 implements policies approved by the Board and is responsible for the administration of Board policies. The position conforms to a Contract between the Board and the Executive Director.

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. Conforms to the requirements of the Working Agreement/Contract in force between the Director and the Board of Commissioners.
6. 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.
7. Attends, on a consistent basis, 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.
8. Keeps informed of changes and innovations in the housing field as to matters of policy and operation.
9. Prepares reports for internal and external use.
10. Acts as the Agency's Public Relations Officer clearing all external statements, reviews and policies before being released to media.
11. Acts as the Agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes.
12. Acts as the Agency's Contracting Officer.
13. 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 Contracts, 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 an executive secretary, and indirectly monitors the performance of all agency employees.
4. Responsible for the final review and approval of all work programs.
5. Receives bids for Board approval 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/purchase orders in compliance with Board policies.
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.
10. Creates and may serve as a member where appropriate on essential committees.

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 department heads and approves those set for managers and supervisors.
4. Supervises, monitors and evaluates performance of department head personnel.
5. Compiles agency budget for Board review and approval and reviews entire 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 Agency activities.
8. Provides general oversight of the management and maintenance of all housing developments to ensure a high degree of livability at the lowest possible cost.
9. Assigns/approves specific duties to personnel and special projects, 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. Coordinates 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. Considerable 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 building owned or managed by the Quincy Housing Authority.

II. POSITION REQUIREMENTS AND QUALIFICATIONS

A. Minimum Qualifications

1. Eight (8) years experience in housing management, community development, public administration or a closely related field, or six (6) years plus a Bachelor’s degree.
2. Five (5) years in significant management capacity at a public housing authority or other similar experience. Supervised a staff of ten (10) or more for at least one year.
3. Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.
4. Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
5. Prior skills in budgeting, personnel management and public relations.
6. Has working knowledge of fiscal management, maintenance systems, personnel and administration management systems in public or private housing.
7. Substantial background in the implementation of management controls and systems.
8. 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 various buildings owned and operated by or in other Quincy 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 certification as a property manager or similar classification by a nationally recognized housing or real estate organization, or by certification as a MPHA of a DHCD-approved Massachusetts Public Housing Administrator Certification Program. NAHRO Certified Management Executive designation or the PHADA Executive Director Education Program is required within two (2) years. The designation of Massachusetts Certified Public Purchasing Official as offered through the Massachusetts Office of the Inspector General is required 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

C. Working conditions:

1. Environmental parameters:
   a. Ability to work in an office environment
   b. Ability to work in a public housing environment in all weather conditions (hot, cold, humid, dry and wet)

D. Work schedule:

1. Ability to work at least 37.5 hours per week
2. Must have the ability to be available to on-call staff 24 hours a day, seven days a week including holidays and to effect appropriate response to such calls. A designee may be appointed to cover during out-of-state travel or vacations.

E. Equipment used:

1. Competency in operating computer(s), printers and general office equipment, 2-way radio, intercom and other office equipment.
IV. APTITUDE REQUIREMENTS:

A. Cognitive:

1. Analytical:
   a. Ability to apply principles of logical thinking, to define problems, collect data, establish facts and draw conclusions; to interpret a variety of technical instructions
   b. Ability to deal with several concrete/abstract variables or unknowns simultaneously
   c. Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form

2. Communication:
   a. Ability to compose original correspondence, follow rules and regulations and have increased contact with people
   b. Ability to interview, counsel or advise people
   c. Ability to understand safety rules, warnings and instructions in the use and maintenance of facility and equipment
   d. Ability to log in data and draft data summaries and correspondence
   e. Ability to complete reports with proper format, punctuation, spelling and grammar
   f. Ability to record and deliver information; to explain complex procedures to others; to follow and give verbal and written work orders
   g. Ability to answer inquiries from residents/staff/public
   h. Ability to converse with officials, service providers, disgruntled residents and the general public

3. Mathematical:
   a. Ability to use practical application of system of real numbers, fractions, percentages and ratio
   b. Ability to compile, compute and present mathematical information
   c. Ability to calculate variables, formulas and proportion variables

4. Administrative detail:
   a. Ability to complete forms; record and locate data accurately and reconcile data from different sources
   b. Ability to innovate and create analysis

Please Note: The Quincy Housing Authority is an equal opportunity employment provider. As such, an applicant with a disability may satisfy the job requirements with or without reasonable accommodations. Please see attached notice.
NOTICE OF RIGHT TO REASONABLE ACCOMMODATION
(EMPLOYMENT)

QUINCY HOUSING AUTHORITY
80 Clay Street, Quincy, Massachusetts 02170
(617) 847-4350
TDD NO. (800) 545-1833, EXT.115

If you have a disability and as a result of your disability you need . . .

- A change in the rules or policies, conditions of employment or workplace environment to enable you to enjoy equal employment opportunity,
- A change in the way we communicate with you or give you information,
- Other such changes,

you may ask for this kind of change, which is called a REASONABLE ACCOMMODATION.

If you can show that you are a qualified individual with a disability and if your request for accommodation is reasonable (*does not pose “an undue financial or administrative burden”), we will try to make the changes you request.

We will give you an answer within a reasonable time unless there is a problem getting the information we need or unless you agree to a longer time. We will let you know if we need more information or verification from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons and you can give us more information if you think that will help.

Note: A “reasonable accommodation” may be a modification or adjustment to a job, the work environment, a policy, employment practice that enables a qualified individual with a disability to enjoy equal employment opportunity. A “reasonable accommodation” may include, among other things, restructuring a job by allocating or redistributing marginal job functions or altering when and how an essential job function is performed, etc. A qualified person with a disability includes an individual who is able to perform the essential functions of the job with reasonable accommodation unless such accommodation would constitute an “undue hardship” on the employer.

*In simple language this legal phrase means if it is not too expensive or too difficult to arrange.