

KIRBYVILLE HOUSING AUTHORITY

Executive Director Job Description

Salary Depends on Experience

Responsible to the Kirbyville Housing Authority (KHA) Board of Commissioners. As the Chief Executive Officer and manager, assure the goals and objectives of the organization are met while maximizing its effectiveness.

I. ADMINISTRATION AND MANAGEMENT

A. Administration

1. Acts as the chief executive officer of the KHA.
2. Supports the Board in setting, clarifying and evaluating goals and objectives.
3. Assists the Board in developing strategic short- and long-term plans.
4. Is responsible for the preparation and timely submission of reports to the Board, Department of Housing and Urban Development (HUD), the City of Kirbyville, and all other appropriate agencies.
5. Operates through laws passed by Congress, the state and under rules and regulations issued by HUD. Acquires additional training, as these regulations change.
6. Supervises all eLoccs drawdowns.
7. Purchases insurance, employee benefits (health and retirement plan), maintenance materials, supplies, equipment, office equipment, and all other property, as required. Administers all procurement in accordance with state, federal, and HUD regulations (superseded by the strictest of regulations between agencies).

B. Staff Management/Development

1. Effectively hires, assigns, directs, controls, counsels, and disciplines.
2. Promotes cooperation and teamwork among staff; establishes high standards of conduct, efficiency, and job performance for subordinates; delegates work; leads by example.
3. Ensures that job descriptions are developed, and that regular performance evaluations are held and documented.
4. Provides training and training opportunities to encourage competency and skill development.
5. Through personal performance, instills feelings of trust, dependability, and stable work environment to encourage staff productivity.
6. Assigns qualified staff to various job duties, as needed.
7. Prioritizes staff tasks, as necessary, to ensure timely completion.
8. Assures decisions made by staff reflect KHA's goals and procedures and are in harmony with the strategic plan.
9. Builds staff and resident cohesiveness and pride.
10. Fosters good communication.
11. Shares success and rewards.
12. Manages conflict, as required.

C. Program Management

1. Efficiently operates programs in accordance with good business practices and in compliance with all federal, state and city regulations.
2. Measurable production and performance goals are set and achieved.
3. Coordinates modernization program and provides leadership for the planning process.
4. Prepares and writes five-year and annual plans, to include measurable goals and objectives consistent with KHA's mission. Also ensures that plan meets federal, state, and local regulations.
5. Evaluates how well goals and objectives have been met.
6. Interprets and clarifies standards, policies, and procedures for KHA's operations to ensure consistent compliance with state and federal regulations.

D. Financial Management

1. Ensures that the KHA Capital Fund and Operating Fund is meeting resident and Housing Authority needs and is being managed in a responsible fashion; submits related written monthly reports and other reports as requested by the Board and HUD.
2. Ensures that the KHA is in compliance with all government and fund requirements and other administrative, fiscal and legal responsibilities.
3. Assists in the development of annual budget; manages the budgeting process and maintains awareness at all times of KHA's cash flow position and apprises Board of the same.
4. Complies with the Annual Contributions Contract and the Cooperation Agreements with city, local, and federal regulations.
5. Invests surplus funds and/or reserves in accordance with Government Code Title 10. Subtitle F., Chapter 2256 (Public Funds Investment Act).
6. Maintains official records and documents.
7. Provides oversight to assure KHA's financial statements are accurate and in line with HUD procedures.

E. Board, Resident & Public Relations

1. Works with Board of Commissioners to build and maintain a vital committee structure through which to accomplish KHA's objectives. Acts as primary liaison to the Board of Commissioners and serves as the Secretary for the Board of Commissioners.
2. Provides guidance to staff and includes Board members to ensure that roles and responsibilities are defined within a healthy organization.
3. Fosters communication between Board and committees to ensure appropriate reporting and decision-making in a timely yet participatory fashion.
4. Responsible for maintaining proper relations with the general public and local government agencies. Represents KHA in contacts with the general public, city, county, state, and federal officials.
5. Subject to the By-Laws of KHA, and concurrence of Board of Commissioners.
6. Ensures information and decisions are communicated appropriately among Board, Residents, and staff.

II. COMMUNITY AND PUBLIC RELATIONS

- A. Represents KHA and communicates about the program to the community.
- B. Develops and maintains relationships with the City of Kirbyville and other agencies that work to assist residents towards self-sufficiency.
- C. Serves in a proactive manner to promote KHA to the media and public.
- D. Serves as public relations officer in responding to requests for information about KHA.
- E. Serves as an effective spokesperson for KHA. Represents the programs and points of view of the organization to agencies, and the general public.
- F. Assures that all staff members are sensitive to the community and individuals.
- G. Stays aware of the political environment of the community.
- H. Establishes themselves as a community leader.
- I. Effectively works with all segments of the population without prejudice or bias.

III. VISIONARY

- A. Establishes and articulates a vision of what could be; maintains and utilizes a working knowledge of significant developments and trends in the field.
- B. Provides a convincing and credible vision.
- C. Is creative and enthusiastic in conveying ideas.