

Hudson Housing Authority Executive Director

Distinguishing Features of the Class:

This is an executive level policy making position, equivalent to an Executive Director, involving the responsibility for the management, operation, maintenance, and financial condition of the Housing Authority and its subsidiaries. The appointee in this position provides leadership and management of the planning, organizing, staffing, directing, and controlling functions of the Authority. The work involves the interpretation and implementation of policies and strategic plans as approved by the Board of Commissioners (Board). General supervision is exercised over the management, administrative, security, maintenance, and support staff of the Housing Authority and its subsidiaries. Discretion is allowed for the use of independent judgment in planning and carrying out the details of the position. Exercises duties as directed by the Board.

Typical Work Activities:

- Interprets, implements, and administers the policies of the Board and all applicable federal and state regulations.
- Provides for the administration, leadership and management of the Housing Authority.
- Prepares and presents proposals to the Board for approval and subsequently administers and controls the conditions outlined in the Annual Contribution Contracts, Budgets, and Administrative Agency Plans.
- Selects, appoints, disciplines, promotes, transfers and terminates all Housing Authority employees.
- Supervises managerial employees and monitors the performance of all agency employees.
- Responsible for the final review and approval of all work programs.
- Receives bids for Board approval, executes approved contracts for work by others, and monitors work in progress for compliance with contractual provisions.
- Supervises management and control of Housing Authority's payables, receivables, cash, investments, or other assets associated with operating contracts, insurance administration and all internal and external financial operations.
- Authorizes expenditures and approves purchase orders in compliance with Board policies.
- Responsible for making executive level decisions designed to improve operations and services, in response to the concerns of the Board, Management and Stakeholders.
- Directs and coordinates activities of managerial personnel engaged in carrying out agency objectives.
- Designs, implements and administers all agency functions and sub-functions so as to meet or exceed the agency goals.
- Reviews, maintains and implements all appropriate Agency personnel policies and procedures.
- Compiles the Housing Authority and its subsidiaries budgets for Board review and approval and subsequently reviews budget to actual on a regular basis.
- Reviews, approves, and implements regulations and notices from governmental and regulatory agencies and responds to such in timely manner.
- Reviews and approves the workload, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignments in order to adequately plan agency activities.
- Maintains high level of integrity and confidentiality.
- Performs other related duties as may be assigned by the Board.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

The duties of the position require comprehensive knowledge of the principles, theory and methods of executive level management; Ability to establish and maintain effective working relationships with the Board of Commissioners, staff members, community leaders and regulatory agency administrators; Ability to prepare and issue clear and concise instructions both verbally and in written form; Ability to research and gather essential data relating to housing management and maintenance issues; Knowledge of governmental and housing regulations; good judgment.

Minimum Requirements:

Graduation from a regionally accredited or New York State registered College or University with a Master's Degree in Public or Business Administration or a related discipline AND five (5) years of managerial experience in housing management, community development, public administration or a closely related field.

OR

Graduation from a regionally accredited or New York State registered College or University with a Bachelor's Degree in Public or Business Administration or a related discipline AND seven (7) years of experience as described above.

Additional Requirements:

Public Housing Management Certificate from a HUD approved organization within one (1) year of employment, but may be substituted by certification as a property manager or similar classification by a nationally recognized housing organization.

AND/OR

NAHRO Certified Management Executive designation or the PHADA Executive Director Education Program is required within two (2) years.