

Position Scope
Executive Director/CEO Rome Housing Authority

The Executive Director will serve as the chief executive of the Rome Housing Authority which owns and or manages 99 units of public housing, 180 Low Income Housing Tax Credit for families; 83 public housing units converted under RAD, 74 public housing units currently under construction with RAD and Section 18, anticipated completion date is 12/31/2023 and administers 465 tenant based Section 8 vouchers. This position is under the direction and control of the Board of Directors of the Rome Housing Authority. Duties, qualifications and responsibilities of the position include but are not limited to:

The Executive Director will have earned, a Bachelor's Degree from a accredited college or university. A Master's Degree will be greatly preferred. A combination of schooling and experience can be considered for this position.

The Executive Director will have demonstrated the ability to manage staff and a multi-million dollar budget.

The Executive Director will have 7+ years experience in an affordable housing/property management environment demonstrating a record of increasing responsibility and success. This must include working with Public Housing, Section 8 Programs as well as Low Income Housing Tax Credit Programs.

PHM and LIHTCC certification required within 1 year of hire.

Candidate must possess a valid New York State Drivers License, and must be insurable.

The Executive Director/Chief Executive Officer will serve at the pleasure of and under contract with the Board of Commissioners. As such, the Executive Director/Chief Executive Officer will not be governed by New York State Civil Service laws and regulations, he/she will, however, be able to participate in the New York State Employee Retirement System, if so desired. All other benefits to be negotiated at the time of hire.

The successful candidate will:

Be responsible for the day to day direction and management of the Rome Housing Authority and all of its affiliated corporations.

Work with the Board of Commissioners in setting policy and direction for the overall operation of the Rome Housing Authority.

Establish annual budgets for the Authority, including operating budgets and capital program budgets.

Supervise staff of the authority, and ensure efficient and well coordinated operations. Work with the Board and staff in developing maintenance and operational plans, ensuring that these plans are approved and full implemented.

Maintain working relationships with the City of Rome, HUD, the New York State Division of Housing and Community Renewal, and any other government agencies with which the Authority has working relationships in order to carry out the authority's mission.

Ensure that the Authority is in compliance with the many sets of laws, rules, regulations, and reporting requirements that are incumbent upon a public housing authority, including HUD regulations, Fair Housing Laws, the Americans with Disabilities Act, New York State, and local laws.

Oversee financial management and the internal controls of the Authority, including budget control, revenue collection, disbursements, financial controls. Work with accounting staff and the authority auditor to ensure sound financial management practices.

Remain current on all aspects of Low Income Housing Tax Credit Compliance. Ensure that all applications, funding reports and all other reports are submitted in full compliance with regulations.

Remain current on evolving legislation and regulations for public housing authorities, and advise the Board of the impact of same on the Authority's operations.

Work with developers and staff in completing the rehabilitation of the Authority's older housing units.

Pursue funding opportunities to improve the physical condition of the Authority's properties.

Ensure that an appropriate range of tenant services are being provided to the residents of the housing units owned and managed by the Authority.

Under the leadership of the Board of Commissioners manage the costs of the employee benefit program. Making every effort to maintain benefit and cost levels.

Act as the Procurement Officer for the Authority.

Act as the Contracting Officer for the Authority.

Provide training and professional development opportunities for all staff in order to maximize their promotional opportunities and value to the authority.

Act as Chief Executive Officer for all of the Not For Profit corporations that come under the purvue of the Board of Commissioners/Directors.

Salary is based upon experience and education. The position is open until filled.

Please submit a cover letter and resume along with a list of at least three (3) references to:

Maureen P. Birmingham at m.birmingham@romeha.com or
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Alan Spindler at a.spindler@romeha.com or
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