

Executive Director Employment Specifications

Norwich Housing Authority

OVERVIEW:

The City of Norwich Housing Authority (NHA) provides residents with clean, safe and affordable housing in a non-discriminatory manner within the City of Norwich, NY. NHA operates two public housing units, one 62-unit elderly/handicapped/disabled complex consisting of 13 efficiency units, 47 1-bedroom units and 2 – 2-bedroom units; the other facility is considered family housing, 40 total units consisting of 24 – 2 bedroom units and 16 – 3 bedroom units. NHA also administers 203 Section 8 Housing Choice Vouchers.

The Executive Director (ED), who serves at the pleasure of NHA's Board of Commissioners, is responsible for administering all of NHA's programs, including planning and budgeting, management and operation of public housing and the Section 8 Housing Choice Voucher programs. The ED also conducts additional matters that come within the scope of NHA's programs. The ED meets with and advises the Board on all matters relating to NHA's function in the local community, directs all personnel and implements all initiatives that fall within the framework of federal, state, and local housing legislation.

JOB SPECIFICATIONS:

- Responsible for the day-to-day oversight and management of all programs, physical assets and initiatives of the NHA.
- Works with the Board of Commissioners in setting policies and direction.
- Implements the Board of Commissioners (Board) policies through the establishment and administration of procedures.
- Engages and releases all personnel in accordance with NHA policies, NYS Civil Service laws and NYS Department of Labor.
- Supervises all personnel directly or indirectly; evaluates personnel annually.
- Oversees financial management and internal controls, including budget control, revenue collection, disbursements, financial controls. Works with NHA's fee accountant and auditor to ensure sound financial management practices.
- Works with the fee accountant to prepare and submit annual operating budgets to the Board for approval.
- Prepares annual CFP disbursements/planning.
- Prepares 5 year and annual submissions.
- Acts as Procurement and Contracting Officer.
- Ensures ongoing availability of qualified professional services, e.g., legal, accounting, auditing in compliance with HUD regulations and policies.
- Ensures timely compliance with all applicable laws, rules, regulations and reporting requirements.

- Maintains a professional and productive working relationship with federal, state and local governmental agencies, associate local agencies and the general public.
- Remains informed about current and evolving legislation and regulations as they pertain to programs and initiatives.
- Prepares agendas in consultation with the Board Chair; prepares reports and background materials for the Board's review and guidance at its monthly meetings.
- Manages, under the Board's leadership, the cost of the employee benefit programs.
- Provides training and professional development opportunities as appropriate, to staff and the Board members to maximize promotional opportunities and value to NHA.
- Acts as Chief Executive Officer.
- Maintain HUD systems of certification and rolls of Authority Staff.
- Updates guides and plans as relative to the NHA handbook.

JOB QUALIFICATIONS:

- Bachelor's degree from an accredited college or university or five years' experience of property management. *A combination of experience and degree may be used for qualifications.
- Experience with subsidized housing programs.
- A working understanding of applicable federal, state, and local laws, regulations and policies.
- Experience in organization administration, staff supervision and finance.
- Valid driver's license.
- Public Housing Management and Housing Choice Voucher Specialist certifications must be obtained within 18 months of start date.

ADDITIONAL INFORMATION

- Salary will be determined by years of experience and educational requirements.
- This position is not governed by NYS Civil Service laws and regulations. The ED is however, able to participate in NYS and Local Retirement System.

Please submit letter of interest, resume, and five professional references to:

Kimberly Small, Chairman
 Norwich Housing Authority
 13 Brown Street
 Norwich, NY 13815