



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

The Executive Director shall perform the following duties and exercise the following rights, powers, and authority of Executive Director.

- a. The Executive Director shall have the general supervision over the administration of the Authority's business and affairs, subject to the direction of the Board and all applicable statutes. The Executive Director shall be directly responsible for all personnel matters of the Authority.
- b. See that the Board of Commissioners is kept fully informed on the conditions and operations of the Newark Housing Authority, and on all factors influencing them. Coordinates and attends all meetings of the Board of Commissioners. Prepares agendas for meetings.
- c. The Executive Director shall be charged with the management and maintenance of all properties owned by the authority.
- d. The Executive director shall be responsible for the care and custody of all funds of the Authority.
- e. The Executive Director shall be responsible to ensure that regular books of account show the receipts and expenditures and shall render to the Board an account of the transactions and financial condition of the Authority.
- f. The Executive Director shall be required to prepare regular reports of the status of projects, results of present policies, and to recommend changes in current policies to the Board and keep the minutes and the records of the Authority's meetings in a satisfactory and legal form.
- g. The Executive Director shall be responsible for the selection of tenants, the execution of leases and other contracts, the collection of rents, and the use of legal actions as required to enforce said leases and contracts in accordance with applicable statutes.
- h. The Executive Director shall negotiate contracts and make purchases in accordance with applicable statutes and Board policies.
- i. The Executive Director shall prepare and submit all necessary budgets, operating statements, and reports as required by statute or deemed necessary by the Board and maintain all books and records necessary to operate the authority.

- j. Develops, recommends, and upon approval, operates within an annual budget, and ensures that all funds, physical assets, and other property of the Authority are appropriately safeguarded and administered.
- k. The Executive Director shall administer the Authority in a business-like manner and in compliance with all applicable statutes.
- l. The Executive Director shall be responsible for implementation of risk control measures on the behalf of the Authority.
- m. The Executive Director shall be responsible for implementation of records retention programs.
- n. The Executive Director shall serve as the Chief Executive Officer of the Newark Housing Development Corporation.
- o. The Executive Director shall be responsible for the implementation and coordination of all resident service programs.
- p. As its sole member, Newark Housing Authorities Executive Director shall address all matters concerning the Newark NY089 LLC.
- q. The Executive Director will be responsible for ensuring all Federal Regulations pertaining to applicable HUD programs are administered correctly.
- r. The Executive Director will be responsible for community outreach and the promotion of the program and housing throughout the county.
- s. Maintains effective relationships with other organizations, both public and private.

### **QUALIFICATIONS**

Minimum 3 years' experience in the housing industry required. Understanding of HUD voucher program, Section 8, and RAD very important.

Proven track record of leadership and management skills are preferred.

Experience with not-for-profit organizations and/or LLC's are a plus.

Grant writing experience a plus.

Experience with preparing and managing budgets strongly preferred.

Bachelor's degree a plus.

Strong written and verbal presentation skills required.

Must be enthusiastic with a passion for and willingness to learn.

Must be able to read and understand federal and state regulations pertaining to housing

Inquiries and resumes can be sent to:

Newark Housing Authority  
Attn: George Getman  
200 Driving Park Circle  
PO Box 108  
Newark NY 14513

Or

Emailed: [ggetman@newarknyhousing.org](mailto:ggetman@newarknyhousing.org)