

Rensselaer Housing Authority Executive Director:

The Rensselaer Housing Authority is seeking qualified applicants for the position of Executive Director. The Executive Director is responsible for the overall administration and management of the Authority's housing programs, personnel functions, and finance. Presently, the RHA operates a total of 146 apartments, across two housing complexes and housing subsidy program with 98 Section eight vouchers. The RHA is supported by a staff of 8 people, include 3 administrative staff and 5 maintenance staff.

The Executive Director reports to a five-person Board of Commissioners and oversees all aspects of RHA's operations, including policy development, strategic planning and budgeting, operational administration, property acquisition and development, and financial management. The ED also works closely with state and local partner agencies and non-profits to coordinate comprehensive support and promote policies designed to help low-income households achieve housing stability.

Position Description

The duties of the position require comprehensive understanding 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.

Typical work activities include:

- 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.
- Selects, appoints, disciplines, promotes, transfers, and terminates all housing authority employees.
- Supervises and monitors the performance of all agency employees.
- 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 the 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 staff engaged in carrying out agency objectives.
- Designs, implements, and administers all agency functions and sub-functions to meet or exceed the agency goals.
- Reviews, maintains, and implements all appropriate agency personnel policies and procedures.
- Compiles the housing authority 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 in a timely manner.

- Reviews and approves the workload, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignments to adequately plan agency activities.
- Maintains high level of integrity and confidentiality.
- Performs other related duties as may be assigned by the board.

Candidate Qualifications

The RHA is seeking an accomplished, strategic, collaborative leader who is passionate about public service, affordable housing, and making an impact in their community. Candidates should be able to manage federal and local resources in innovative ways to address challenges facing the most vulnerable members of our community.

The ideal candidate for ED will possess a combination of education and experience. Preferred qualifications include an associate degree and three years of executive-level leadership, ideally in public housing management, public administration, public finance, or similar professional employment. Experience in affordable housing operations or a related field, as well as a working knowledge of HUD programs, policies, and procedures is strongly desired.

The successful candidate must obtain the Public Housing Management Certificate from HUD within two (2) years of employment.

Benefits:

Salary Range: \$70K - \$80K

- Employer paid health insurance
- Optional dental & eye insurance
- Paid time off
- NYS Retirement plan
- Vision insurance

Please submit resume and cover letter to info@rensselaerhousing.org