

### Additional DUTIES

Executive Director shall be responsible for and engage in the customary duties of Executive Director of a Public Housing Authority and as detailed in the HHA Position Description.

Additionally, the Executive Director shall:

- a) Undertake such duties and exercise such powers as the TOHHA Board of Commissioners shall from time to time assign to or vest in her;
- b) In the discharge of such duties and in the exercise of such powers observe and comply with all resolutions, policies, regulations and directions from time to time made or given by the Board with direct responsibility to the Chairman of the Board;
- c) Conform to such hours of work as may from time to time be reasonably required of her and not be entitled to receive any remuneration for work performed outside her normal hours;
- d) Implement and maintain an effective budgeting and accounting system;
- e) Determine the number and types of staff needed to meet the employees' responsibilities and shall recruit qualified staff;
- f) Plan orientation of new personnel and provide for appropriate, regularly scheduled in-service education and training related to employees responsibilities;
- g) Prepare annual written evaluations of employee performance;
- h) Maintain an ongoing liaison among the TOHHA Board of Commissioners, the TOHHA Advisory Board and Committees, HUD and other federal and state agencies, the Town of Huntington and other municipal governments, the Millennium Hills Housing Development Fund Corporation, the Millennium Hills Homeowners Association, The Town of Huntington Housing Authority Mortgage Banking Corporation, the Gateway Gardens Housing, LLC and the Gateway Gardens Housing Development Fund Company and the Huntington community in general, Housing organizations and staff; and
- i) Day to day management of the TOHHA, shall include, but not be limited to;
  - i) Perform all tasks and functions delegated by the Board to assure that the Employer is in conformance with all applicable Federal, State and local statutes and regulations;
  - ii) Ensure the implementation of policies and procedures regarding all activities and services;
  - iii) Develop and propose the annual budget for adoption by the Board and managing of the financial aspects of the Employer in conjunction with the TOHHA accountants and financial staff;

- iv) Employ such other staff as the Executive Director may determine to best carry out the affairs of the Employer within the budgetary, personnel and salary policies and guidelines adopted by the Board;
- v) Hire and fire employees of the Employer subject to Board review and/or approval;
- vi) Review, sign and deliver contracts on behalf of the Employer which are within the Board's authority and purpose and for which funds have been allocated in the annual budget.
- vii) Attend all regular and special board meetings, prepare agendas and provide in advance of the meeting all materials to be considered by the Board at said meeting.