

# POSITION DESCRIPTION FOR EXECUTIVE DIRECTOR TOWN OF HUNTINGTON HOUSING AUTHORITY

## BASIC FUNCTION

Serves *as* Chief Executive Officer. Recommends and participates in the formation of new policies and makes decisions within existing policies as they have been approved by the Board of Commissioners. Plans, organizes, directs and coordinates the staff, programs and activities of the Authority to assure that objectives are attained and plans fulfilled. Maintains effective internal and external relationships through management and leadership; achieves economical, productive performance; forward-looking programming and constructive growth of the Authority.

## DUTIES, Responsibilities AND AUTHORITY

Within the limits of the by-laws and policies, the Executive Director is responsible for and has commensurate authority to accomplish the following duties:

1. See that the Board of Commissioners is kept fully informed on the conditions and operations of the Town of Huntington Housing Authority, and on all factors influencing them. Coordinates and attends all meetings of the Board of Commissioners. Prepares agendas for meetings.
2. Plans, formulates and recommends for the approval of the Board of Commissioners, basic policies and programs which will further the objectives of the Authority.
3. Executes all decisions of the Board of Commissioners except when other assignments are made by the Board.
4. Develops for the purpose of day-to-day administration, specific policies, procedures and programs to implement the general policies established by the Board of Commissioners.
5. Directs and coordinates all approved programs, projects and activities of the staff.
6. Recruits, hires, indoctrinates, trains and motivates Authority staff personnel. Makes all staff promotions and terminations.
- 7.. Obtains maximum utilization of staff by clearly defining their duties and establishing performance standards. Conducts performance and salary reviews. Makes recommendations for increases and promotions to the Board of Commissioners.
8. Provides the necessary liaison and staff support to all Board committees thereby enabling them to properly perform their functions.

9. Executes such correspondence, contracts and commitments as may be authorized by the Board of Commissioners or established policies.
10. Promotes community interest in the activities of the Authority and, when appropriate, reports activities of the Board and the Authority through the media.
11. Maintains effective relationships with other organizations, both public and private.
12. 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.
13. Plans, coordinates, and conducts a public information program to build public acceptance and support of the work of the Authority, except at times when it is appropriate for a Commissioner to assume that role. Good judgment shall prevail.
14. Performs a secretarial function for the Authority, by maintaining official minutes of the Board of Commissioners and other official meetings of the Authority. Provides security for all files, legal and historic documents, etc.
15. Is responsible for the planning, promotion and administration of all official meetings of the Authority.
16. Plans and executes all communications to the general public which may include an annual report, newsletters, general mailings, news releases, etc.
17. Carries out such other general responsibilities as may be delegated by the Board of Commissioners.
18. Ensures and carries out all HUD and/or required governmental or oversight reporting is accurately and timely completed/submitted.
19. Ensures annual auditing requirements are timely scheduled and completed and actively participates in the audit process.

## RELATIONSHIPS

- A. Is responsible to the Board of Commissioners for the administration of the Authority's office (s) and real properties.
- B. Attends meetings of the Board of Commissioners and committees of the Board ex-officio, without the right to vote.
- C. Serves as staff liaison to all committees and special development projects, and also serves as conduit between these functions and the Board.
- D. Maintains personal contact with tenants to the greatest degree possible. Responds to tenant inquiries and concerns.
- E. Maintains such relationships with other organizations, associations, industry, various

levels of government, public service organizations, and vendors as are desirable or necessary in the best interests of the Authority, and in conformity with the overall objectives and policies of the Authority.

F. Establishes such relationships as the Board of Commissioners may specify or as he/she may deem advisable in the in the best interests of the Authority, but in conformity with established policy.

G. Holds governmental relations responsibilities and provides liaison with these groups. Acts as the official lobbyist of the Authority.

H. The Executive Director should keep abreast of changes in codes, trends, development and building techniques, products, sources of finance, changes in applicable governmental rules and regulations affecting public housing, and communicate same to the Board from time to time.

I. Within the established policy of the Authority, and time constraints notwithstanding, the Executive Director should continue to enhance himself/herself educationally by attending conferences, seminars, local, state and national meetings that have a relevancy to the Authority.

J. Maintains active membership in professional organizations and area associations that have a relevancy to the Authority.

K. The hiring, performance evaluation and dismissal of the Executive Director is at the direction of the Board of Commissioners.