



**KNOX COUNTY HOUSING AUTHORITY
POSITION DESCRIPTION**

TITLE: EXECUTIVE DIRECTOR

STATUS: EXEMPT

REVISED: 08/11/2015

SALARY: \$70,000—\$100,000 Commensurate with Experience

REPORTS TO: Board of Commissioners

SUPERVISION EXERCISES: Oversees all staff

JOB SUMMARY:

This is the most responsible executive position with overall responsibility for the administrative and professional work involved in planning, directing and coordinating the Housing Authority's low-income Housing Programs.

Work involves the responsibility for planning, organizing and directing the operation of low-rent and housing assistance programs developed under the U.S. Housing Act of 1937 as amended, the Housing and Community Development Act of 1974 and other federal legislation. Work also includes serving in an advisory capacity and as Secretary to the Board Commissioners for the Knox County Housing Authority. Performance of these duties requires the application of executive skills; extensive knowledge of public housing, finance and accounting as well as the ability to research and evaluate new sources of housing assistance, and plan and administer comprehensive housing programs for low income citizens. Duties require the exercise of initiative, tact and considerable public relations skills. Direct supervision is exercised over supervisory personnel and general supervision over all employees of the Housing Authority. Work is performed with independence of action, subject only to broad program objectives, direction of the Commissioners, and to pertinent federal laws, rules and regulations.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Executes all resolutions and orders of the Housing Authority and requirements of the Department of Housing and Urban Development, preparing and signing contracts, agreements and other instruments and organizing staff to carry out programs.
2. Maintains close personal contact with all of the Commissioners, keeping them abreast of current situations and consulting with them as required on matters of

- policy; arranges for meetings, plans agendas, provides data and study materials, and explains recommendations and answers questions.
3. Selects, trains, and directly supervises administrative staff; exercises indirect supervision over all employees.
 4. Keeps informed about public housing matters by careful study of HUD regulations, laws, ordinances and publications related to public housing matters.
 5. Researches new programs and sources of housing assistance funds; evaluates and makes recommendations to Commissioners on applications of private developers for issuance of tax exempt bonds for financing of low income housing.
 6. Directs and coordinates the activities of all Housing Programs and has ultimate responsibility for all federal programs.
 7. Participates in and approves annual budgets and budget revisions and submits to Commissioners for their approval.
 8. Maintains positive public relations profile by participating in various advisory committees and professional organizations, attending public meetings as the Authority's representative and preparing news releases as required.
 9. Consults with individuals, groups and/or agencies to sponsor legislation beneficial to the Authority's interest and to develop health, educational, welfare and recreational programs for residents.
 10. Confers with residents regarding matters affecting their leases, making final decisions in disputes.
 11. Consults Authority's Legal Counsel on new resolutions of Commissioners, contracts, agreements, or other matters requiring legal interpretation and advice.
 12. Maintains all contracts, agreements, documents and records for the Authority, making certain that all phases of all programs are implemented on schedule.
 13. Provides broad guidance in all phases of project renovation work done by the Authority.
 14. Participates in the handling of bids, supervising the advertisement and evaluation of bids received and making recommendations to the Commissioners concerning the awarding of contracts.
 15. Maintains positive relations profile with public and elected officials.
 16. Prepares correspondence relating to Commissioners, actions, broad policy matters and complex or controversial matters.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE (CONTINUED)

17. Supervises the maintenance of administrative files and records.
18. Supervises bond financing payment of federal annual contributions, insurance coverage and collection of fees or payments due the Authority.
19. Performs related duties as required.
20. Attends and/or participates in various meetings related to Authority business during and after normal business hours.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of the most effective means of handling and accounting for large sums of money.
2. Thorough knowledge of the purpose, policies and regulations of the Housing Authority as established by the Commissioners or as set fourth by HUD regulations.
3. Thorough knowledge of the plans, programs, budgetary needs and organizational structure of the Housing Authority.
4. Thorough knowledge of the federal and state laws and city ordinances governing public and other subsidized housing programs, including health and fire regulations, landlord-resident relationships, leasing of property and evictions.
5. Considerable knowledge of laws and regulations governing bonded indebtedness, handling of bids and preparation and execution of contracts and agreements
6. Considerable knowledge of the organization and programs of other community agencies and groups that can assist the Authority and help provide for the health, welfare and recreational needs of the residents.
7. Considerable knowledge of the organizational structure of the City and County governments.
8. Knowledge of the principles and procedures of building and grounds maintenance.
9. Ability to plan, organize and supervise the operation of a housing authority.
10. Ability to train new employees and to plan and supervise the work of subordinates.
11. Ability to compile and analyze comprehensive factual financial reports and data.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)

12. Ability to deal tactfully and effectively with the general public, civic and community organizations.
13. Ability to establish and promote effective working relationships with other Authority employees.

EDUCATION AND EXPERIENCE

1. Graduation from an accredited four year college or university with a bachelor degree in Business or Public Administration or a related field and a master's degree or equivalent experience in public administration or public housing work
2. Extensive progressively responsible experience of ten years or more in financial planning, administrative management, public administration or public housing work.

SPECIAL REQUIREMENTS

1. Certification as a professional Public Housing Manager within a year.
2. Possession of a valid State of Illinois vehicle operator's license.
3. Must be bondable.