



Housing Authority of the City of Freeport

Executive Director Job Description

Reports To: HACF Board of Commissioners
Supervises: Division Directors/Senior Leadership Team
Wage Status: Exempt
Salary Range: No minimum salary specified – no maximum salary specified

Summary

The Executive Director of the Housing Authority of the City of Freeport (HACF) directs the administration of federally financed rental assistance programs and management of public housing for eligible families, elderly, and disabled persons. He / She is responsible for the efficient and effective administration and execution of all Authority business. The Executive Director is responsible to the PHA Board of Commissioners for the planning, direction, and implementation of all programs and policies of the agency. The Housing Authority consists of 196 Public Housing units.

Qualifications

Bachelor's degree in business administration, public administration, or related field of 5 years' experience, or equivalent experience with strong management skills with knowledge of budgets, accounting, and government housing programs; supervisory experience of high-level professional staff.

Responsibilities

- Act as primary liaison to Board of Commissioners and communicate business strategies, policy and procedure recommendations, legislative updates and financial information.
- Provide comprehensive information to Commission members aimed toward preparing members to be able to make informed decisions.
- Administer and investigate problems or issues to provide resolutions to the commission.
- Direct all aspects of the operation and management of HACF including full management responsibility for housing programs, services and activities.
- Ensure that HACF policies, procedures and practices maintain compliance with all regulatory requirements and conform to legal and ethical standards.
- Stay relevant of changes in housing and related legislation at state and national levels.
- Supervise the application, implementation and interpretation of all federal and state guidance pertaining to housing programs.
- Establish and maintain appropriate professional relationships with federal, state and local elected officials, community business leaders, financial executives, the general public,

governmental entities, developers, non-profit agencies, community groups and others as may be necessary or convenient to the efficient administration of business.

- Maintain positive relationships with members of the community by providing information and seeking feedback from the community including the process of conducting or overseeing public hearings.
- Oversees and/or acts as contracting officer for procurement. Abides by HUD regulations and HACF policies regarding contract procurement.
- Oversees and consent into contracts on behalf of HACF.
- Manage Capital Fund Grants or other Funding over small purchase contracts.
- Responsible for reporting documents; certified payrolls, compliance with Davis Bacon, officer of LOCCS, responsible for monthly obligations and expenditures reporting.
- Directly supervise-level positions and indirectly manage all employees including approval of hiring, development, performance management, and termination decisions.
- Maintains and protects confidential information.
- Comply with all policies and contracts of HACF.
- Submit annual budget and any revisions for timely adoption by the Authority. Maintain financial stability and budget control.
- Meeting and consulting with financial advisors, bond counsel, and investment bankers to ensure that the mission, strategy, goals and objectives of HACF are being met.
- Exercise general supervision over budgetary procedure, purchasing, accounting (accounts receivable and accounts payable).
- Maintain all financial, records and reports.
- Monitor investments in the best interests of HACF.
- Provide Management Discussion and Analysis for annual audit. Prepare documents as requested by auditor.
- Submit financial reports and other reports for the fiscal year as required by HUD for annual reviews.
- Prepare and submit annual and five-year plan involving development of necessary contract work prioritized.
- Supervise management and maintenance operations of the Authority through review of reports, inspections, and conference with department heads.
- Issue notices of authority meetings in accordance with by-laws and Illinois Open Meetings Act, prepare agenda and present agenda items at Authority meetings.
- Maintain all corporate documents, including the preparation of minutes of Authority meetings and the safekeeping of same.
- Preparation of utility ledgers monthly and annual. Analysis of usage for consumption optimizing energy efficiency; provide HUD reports.
- Oversees preparation of payroll, all payroll taxes.
- Oversees maintenance of personnel files individual and master ledgers.
- Oversees preparation and submission W2s, W3, all quarterly IRS reports, FICA, federal, and state.

- Oversees review and approval tenant actions of move out, move in, transfers, and evictions and ensures notice for evictions based upon HACF policy and lease.
- Provide availability for discussion and/or negotiation between residents to problem solve or attend needs.
- Provide information for supportive services for residents.
- Performing other work-related duties as directed by the Board of Commissioners.

Knowledge, Skills and Abilities

- Knowledge of housing, community development programs and resources.
- Knowledge of federal laws and regulations pertaining to PHA's and housing and community development programs.
- Knowledge and experience with HUD rules, regulations, and guidelines.
- Knowledge of state and federal legislative process.
- Knowledge of administrative practices and procedures.
- Knowledge of principles of public relations.
- Working knowledge of principles of planning and budgeting.
- Ability to solve problems involving a high degree of complexity and consequence.
- Ability to make significantly independent decisions which require a high degree of technical or administrative expertise.
- Ability to effectively initiate work projects and work independently.
- Ability to delegate and accept responsibility and authority.
- Ability to express ideas, concepts, and statistics in writing reports, agendas, contracts, memos, letters, and public relation mediums.
- Ability to understand and work with groups and individuals, including all levels of personnel.
- Considerable ability to develop creative approaches to new programs in design and development.
- Ability to communicate effectively to groups and individuals.
- Ability to understand and work with federal, state, and local political infrastructure.
- Ability to maintain confidentiality.
- Ability to establish and maintain an effective working relationship with other employees.
- Maintain regular and consistent attendance and punctuality.

Certificates, Licenses, Registrations

- Be certified as a Public Housing Manager or obtain certification within 6 months of hire.
- Be bondable.
- Possess a valid Illinois Driver's License and be insurable per HACF vehicle insurance policy.

Physical Demands

- Ability to sit, stand, or walk for extended periods.
- Ability to bend, stoop, push, and pull in the performance in office related duties.
- Ability to carry, handle, and move file folders, pens, and other common, light office materials.
- Ability to read housing publications and related materials.

- Ability to physically operate personal computers (Microsoft Office), copies, facsimile machines, telephones, and other common office machines and equipment.

Additional Requirements

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of the company, including those set out in the Employee Handbook or otherwise communicated (verbally or writing) to employees.

Employee Acknowledgement

This job description is intended to describe the general nature and work responsibilities of the position. The duties of this position are subject to change, modification and addition as deemed necessary by the Authority. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by the Authority. This job description does not constitute an employment contract between the Authority and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation.

Applicants are encouraged to submit a resume, cover letter, and salary requirements along with completed application to:

**Housing Authority of the City of Freeport
Attn: Board Chair, Board of Commissioners
1052 West Galena Ave
Freeport, IL 61032**

Or

Fax: 815-599-8985

The Housing Authority of the City of Freeport is an equal opportunity provider and employer.