

HOUSING AUTHORITY OF THE CITY OF LAREDO

2000 San Francisco Avenue ▪ Laredo, TX 78040-4153
www.larha.org ▪ (956)-722-4521 Phone ▪ (956) 722-6561 Fax

Job Description

Title: Executive Director

Reports To: Board of Commissioners for the Housing Authority of the City of Laredo

Department/Division: Executive Office

FLSA Status: Exempt

Employment Status: Full-Time

Date: April 4, 2017

Position Summary

The Executive Director works for the Housing Authority of the City of Laredo (the "Agency") under the direction of the Board of Commissioners (the "BOC") and its duly-adopted policies, and has overall responsibility for administering, managing, maintaining, planning, and directing the Agency's programs and employees. The Executive Director is responsible for the safekeeping of all property and records and is the Agency's primary liaison with the BOC, the United States Department of Housing and Urban Development ("HUD"), and state and local entities. The Executive Director is also responsible for the Agency receiving at least a satisfactory rating per HUD agency scoring systems such as Public Housing Assessment System ("PHAS"), Section 8 Management Assessment Program ("SEMAP"), Rental Assistance Demonstration Project ("RAD"), and other current and future HUD required evaluation systems. The duties listed below illustrate the various types of work that may be required of the Executive Director. Any omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position or as otherwise directed to be performed by the Board of Commissioners.

Responsibilities

The Executive Director performs the following and all other related duties as assigned by the BOC:

1. Plans, develops, organizes, coordinates, delegates, supervises, and directs the implementation of the Agency's Housing programs, and subsidiary organizations or instrumentalities.
2. Oversees and provides for safekeeping of the Agency's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, and reporting.
3. Supervises Agency staff and provides staff ongoing assistance to support a positive and productive working environment. Makes recommendations for and oversees the selection, training, direction, supervision, utilization, discipline, and termination of Agency employees. Performs annual evaluations of all staff, in conjunction with appropriate Directors or Managers, and makes recommendations to the BOC for salary schedule ranges, employee benefits, and periodic revisions. Reviews periodic reports on the accomplishment of assigned goals and objectives.
4. Oversees and ensures accurate preparation of all budgets and amendments for BOC approval. Revises and authorizes Agency expenditures and monitors funds for effective and efficient use within BOC budget approvals.
5. Develops, modifies and implements management systems and procedures to assure the Agency and staff operate effectively and efficiently and that Agency assets are safeguarded. Assures that appropriate systems and procedures are implemented to assure performance and staff accountability is attained and documented.
6. Serves as Secretary/Treasurer to the BOC, submitting budgets and informing the BOC of the status of activities and projects within the Agency; develops and proposes new policies or changes in existing policies; notifies the BOC of changes or proposed changes in federal, state or local legislation affecting the Agency; provides the BOC with information on evaluations of efficiency and effectiveness of Agency operations and provides recommendations for improvements.

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7. Works with the BOC to develop the Agency's strategic and operational plans. Effectively develops organizational structures and plans and implements internal policies, programs, goals, and priorities.
8. Works with internal and external third parties that may be contracted by the Agency or with whom the organization has a working relationship, including legal counsel, auditors, non-profit partners, developers, and others.
9. Serves as liaison between the BOC and Agency staff. Acts as spokesperson for the BOC when so authorized by the BOC Chair. Responds promptly to BOC inquiries regarding Agency plans and operations.
10. Participates in negotiating contracts with other agencies and companies for major maintenance services and management services. Executes contracts on behalf of the Agency when required and as authorized.
11. Makes policy, administrative, and management decisions concerning the daily operations of the Agency subject to approval by the BOC where required.
12. Identifies federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Agency.
13. Discusses Agency goals, priorities, problems, and concerns with officials, representatives, and members of the local government, state government, and federal government, news media, social and public service agencies.
14. Meets with residents concerning complaints and/or grievances after investigation and negotiations by designated staff are unresolved and advises them of their rights to hearings according to the Agency's procedures.
15. Monitors, surveys, and inspects various aspects of the Agency's operations, on a frequent and continuing basis, to obtain a general idea of conditions, appearance, problems, accomplishments, and results.
16. Monitors the Agency's compliance with federal, state, and local laws and regulations pertaining to the Agency. Timely prepares and submits reports and statistics required by such entities.
17. Addresses business and civic groups on matters pertaining to the Agency. Successfully maintains positive Agency image and working relationships with the community and with local, state, and federal government officials.
18. Reviews and approves reports and other documents that are required by federal, state, and local jurisdictions.
19. Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs. Supports, assists, and works with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial, by participating in community activities and functions relevant to Agency objectives and by maintaining membership in appropriate community organizations.
20. Volunteer's new ideas, suggestions, and recommendations to HUD as desired. At the request of HUD, or affiliated groups, may assist in planning or development of seminars, conferences, and workshops. Reviews proposed laws or regulations and recommends changes or improvements.
21. Receives and reviews bids and executes contracts, in accordance with duly adopted policies and conforming to applicable local, state, and federal regulations and laws.
22. Documents in writing appropriate events and activities and reports on such events to the BOC, upon request.

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23. Ensures accountability for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
24. Serves as Security Administrator and User Administrator for the HUD Real Estate Assessment Center ("REAC") system.

Education and Experience

A Bachelor's degree is required in Public Administration, Business Administration or Management or a closely related field from an accredited college or university and seven (7) years of responsible, executive managerial experience in public or assisted housing, regulatory agency, or similar entity or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

A Master's degree is preferred in a closely related field as described above.

A Certified Management Executive (CME) Certification must be obtained within six (6) months of employment or other allowable period from hire date, as authorized by the BOC.

Knowledge and Skills

The Executive Director must possess and develop a breadth of knowledge and skills, including:

1. Thorough knowledge of the relationship of housing authorities to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Agency.
2. Thorough knowledge of housing bond issues, Low Income Housing Tax Credits (LIHTC), conventional loans, or other financing options.
3. Knowledge of community/social services available locally and through state and federal agencies and/or other funding sources.
4. Thorough knowledge of Agency operating policies and procedures, pertinent HUD regulations, and federal, state, and local laws and regulations pertaining to housing authorities.
5. Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation.
6. Thorough knowledge of procurement regulations and OSHA requirements.
7. Working knowledge of the laws and regulations governing bonded indebtedness, handling of bids, and the preparation and execution of contracts and agreements.
8. General knowledge of the modern principles, practices, and techniques of maintenance and other functional areas within the Agency.
9. Thorough knowledge of the modern principles, practices, and techniques of budgeting and accounting, and of the function and operation of the construction industry.
10. Thorough knowledge of financing and development of new properties.
11. Skill in addressing the public, news media and other entities and presenting information in a clear, concise, organized, and convincing manner.

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12. Ability to effectively lead, motivate and oversee staff, while developing, implementing and managing operational systems and processes.
13. Ability to accurately and completely document in writing appropriate events and activities, including accountability and disciplinary matters.
14. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
15. Ability to read and comprehend complex material.
16. Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
17. Ability to manage complexities and competing priorities. Ability to coordinate information and activities among groups with differing agendas, across multi-functional areas.
18. Ability to meet aggressive deadlines and effectively manage multiple priorities.
19. Ability to identify operational problems and develop effective solutions.
20. Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.
21. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
22. Ability to operate appropriate Agency computer equipment and software packages.

Supervision Controls

The Executive Director may receive instructions from the BOC or other governing or regulatory agency. The Executive Director routinely works without the direction of a supervisor and must exhibit independent initiative to develop methods, deadlines, priorities, and/or objectives. The Executive Director regularly makes independent decisions pertaining to situations not covered by specific guidelines, but the BOC or other employees are to be consulted in serious or unusual circumstances. Ultimately, the BOC will review the Executive Director's work for Agency's progress and achievement of goals.

Under normal conditions, the Executive Director makes general assignments to department Directors, specifying priorities, deadlines, and objectives. The Executive Director infrequently makes specific assignments to executive office staff. Assignments to executive office staff will include what is to be done, deadlines, quality, quantity, and priority. The Executive Director supervises professional, managerial, and clerical employees and monitors the work of multiple work units that perform related and/or unrelated work.

Guidelines

Guidelines followed by the Executive Director include published laws, regulations, handbooks, notices, contracts, agreements, codes, ordinances, BOC policy directives, and HUD technical assistance. Upon individual initiative, the Executive Director obtains informal guidance and assistance from other agencies, professional organizations, and housing-related groups.

The Executive Director performs duties by applying the basic principles of housing authority management and uses independent judgment in many decision-making situations. Routine decisions pertaining to the operation of the Agency, handling of funds and personnel matters, are to be addressed through specific guidelines in the form of internal operating

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policies and procedures, and federal, state, and local laws and regulations. The Executive Director is periodically monitored or evaluated for compliance with existing guidelines by the BOC and HUD.

Complexity

The Executive Director simultaneously performs a wide variety of tasks, which are not always clearly related. The Executive Director must:

1. Make decisions regarding unusual circumstances, conflicting data, and non-routine situations pertaining to the overall management and operation of the Agency.
2. Handle some tasks that are difficult, such as dealing with life-threatening emergencies (e.g. inoperative gas or electric systems and crimes committed against residents).
3. Respond to residents, staff members, the BOC, City officials, news media, Congress, and the public on a continuing basis necessitates great patience, tact, and diplomacy.
4. Respond to ever-changing laws and regulations which require frequent updating and promulgation of Agency plans, policies, and procedures, particularly those affecting applicants and residents, such as the admission of aliens, federal selection preferences, and rent computations.

Scope and Effect

The Executive Director's leadership affects the Agency's image in the community, staff throughout the Agency, and the Agency's residents. Effective leadership in managing, operating, and maintaining housing programs has a positive impact on the Agency's overall mission: to provide its residents housing that is decent, safe and sanitary and programs and services that meet their needs. Successful accomplishment of that mission can result in betterment of housing in surrounding communities and provides a positive image in the community.

Personal Contacts

The Executive Director has contact with a broad range of individuals including: the news media; BOC; federal, state, and local government personnel; social service personnel; housing residents; the general public; various special interest groups; and all levels of Agency personnel. Most contacts with people outside the Agency are relatively unstructured and require tact and diplomacy on a routine basis. Regularly, contact requires negotiation and/or handling of controversial matters.

Contact with the public serves multiple purposes including: giving or gaining information, planning, coordinating, advising, motivating, influencing, directing persons or groups, justifying, defending, negotiating, and resolving significant matters. Contact may occur in cooperative, antagonistic, or unresponsive situations.

Physical Requirements

Work is principally sedentary, but may involve some physical exertion during on-site visits with residents or staff members, inspections of Agency developments, sites, dwellings, or facilities, and travel to meetings, conferences, or workshops in other cities. The Executive Director:

1. Must be able to sit and/or stand for up to eight hours at a time while performing work duties.
2. Must be able to bend, stoop, push, and pull in the performance of work-related duties (e.g. moving or carrying objects or materials).
3. Must be able to physically operate office-related equipment.
4. Must have vision and hearing corrected to be able to perform essential job functions.

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5. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
6. Must maintain a professional appearance and portray a positive image for the Agency.
7. Must be able to maintain punctuality and attendance as scheduled.
8. May request a reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

Work involves the normal risks or discomfort associated with an office environment but is usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, it may involve visits to housing developments, sites, dwellings, or facilities which can present particular challenges.

Other Requirements

The Executive Director:

1. Must possess a valid State of Texas driver's license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.

The Housing Authority of The City of Laredo is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the BOC.

All employment with the Housing Authority of the City of Laredo is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any or all provisions of this job description at any time as needed. This job description supersedes earlier versions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

EXECUTIVE DIRECTOR

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