

JOB DESCRIPTION

Title of Position: Executive Director

Immediate Supervisor: BCHA Board of Commissioners

A. Primary Objectives of Position:

The primary objectives of this position are to serve as the Board of Commissioners' Chief Executive Officer; to oversee the planning, direction, and implementation of all programs and policies of the agency; to insure the efficient and effective administration and execution of all agency business with the intent of Empowering People to Achieve Independence Through Housing. The position is guided by a contract between the Board and the Executive Director/Chief Executive Officer.

B. Major Task Areas of Responsibility:

1. Interpret, implement, and administer the policies of the Board of Commissioners and assure that all agency activities are within applicable Federal and State laws and housing regulations.
 - a. Oversee the planning, direction and implementation of all programs, policies, and procedures of the agency.
 - b. Supervise the preparation of all board materials.
 - c. Approve all Board policy correspondence, notices, and directives.
 - d. Function as Board Secretary, including maintaining appropriate minutes, files, and records.
 - e. Keep Board apprised of all relevant activities, programs, accomplishments, and areas of concern in agency operations.
 - f. Function as liaison with regulatory agencies, local officials, and community-based organizations. Interprets and explains the Agency's programs, policies, services, needs and other matters of mutual interest.
 - g. Review all audit reports and program monitoring and management reviews conducted by all applicable oversight agencies; direct any necessary corrective action and ensure any audit or review findings are cleared within oversight agencies' deadlines.
 - h. Attend meetings, workshops, conferences, seminars, and other sessions, to gain firsthand knowledge of new or improved housing programs and procedures in the public and private sectors.
 - i. Determine need for and secure legal opinions from BCHA legal counsel to insure legality of agency operation, policies, and programs.

- j. Approves all external statements, reviews, and policies before being released to media.
- k. Represent agency at County Board, City Council and related meetings where agency business is being conducted or where issues of interest to BCHA are being discussed or is invited. Maintain positive relations for the agency.

2. Provide for the administration, leadership, and management of BCHA

- a. By collaborating with staff, develop, implement, and enforce policies, procedures staffing, and training needs of the organization that would improve the overall operation and effectiveness of BCHA.
- b. Continually assess the affordable housing needs of the City of Bismarck/Burleigh County and determine the appropriate BCHA response to those needs.
- c. Supervise the Senior Management Team. Indirectly monitor the performance of all agency employees. Ensure job descriptions, performance standards, and performance evaluations are legal, current, and conducted based on policy.
- d. Monitor and approve all purchases and Capital Expenditures based on procurement policy. All reporting must be done, as necessary. Capital Expenditures will be monitored and executed as needed. They will be reported to the Board for any action that may be required.
- e. Determine staffing needs and any organizational restructuring of agency. Exercise employer discretion, including hiring and termination of agency employees based on supervisor recommendations. Ensure that employee personnel policies have been followed.
- f. Review and approve personnel interpretations of regulations and/or policies in difficult, complex or politically-sensitive cases.
- g. Guide the budgeting process, including monthly and annual review for changes, trends and forecasting and submission of proper fiscal and progress reports to cognizant agencies and the Board.
- h. Oversee effective project management practices by adhering and enforcing reasonable timelines and appropriately delegating while incorporating flexibility when necessary.
- i. Initiate and propose grant writing.

3. Responsible for seeing that public relations activities assure a favorable image of the agency's programs on a national, state and local level. This includes any communication or release of information to media. Is limited only by BCHA by-laws, state law, Board approved policies and program regulations and laws.

4. Develop and innovate new housing properties and programs.

- a. Oversee new housing projects and programs to accordance with BCHA mission statement.

- b. Maintain community relationships with organizations that work with similar populations to stay up to date with their housing needs.
- c. Research new methods of funding sources to stay current with operational and development needs for this population and the programs that we administer.
- d. Act as Chief Executive Officer of BCHA subsidiary or affiliate corporations.

Minimum Qualifications:

- 1. Bachelor's degree and five (5) years' in significant management capacity at a public housing authority or equivalent experience in housing management, community development, public administration or a closely related field.
- 2. Possess a valid driver's license and be insurable.
- 3. Must pass a criminal background check and driving record review.
- 4. Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.
- 5. Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
- 6. Have or obtain Public Housing Manager Certification by the end of the first year of employment.

Salary Range: \$140,000 to \$160,000