

Barnstable Housing Authority - Executive Director position description

Summary

The Executive Director serves as the Chief Executive and Administrative Officer of the Barnstable Housing Authority ("Authority") and is responsible for the overall leadership, management, financial administration, and operation of all Authority programs, properties, personnel, and activities. The Executive Director works under the policy direction of the Board of Commissioners and is responsible for implementing Board policies while ensuring compliance with all applicable federal, state and local laws, regulations, and funding requirements.

The Executive Director shall provide professional leadership that promotes transparency, accountability, fiscal responsibility, ethical decision-making, and superior customer service to residents and the public.

General Responsibilities

The Executive Director shall:

- * Direct the day-to-day operation of the Barnstable Housing Authority
- * Serve as the Authority's chief administrative and financial officer
- * Recommend policies and strategic initiatives to the Board
- * Implement policies adopted by the Board
- * Ensure compliance with all regulations and requirements of the Massachusetts Executive Office of Housing and Livable Communities (EOHLC), the U.S. Department of Housing and Urban Development (HUD), and other funding agencies.
- * Promote efficient, ethical, and transparent administration of all Authority programs.

Property Management

The Executive Director shall oversee all Authority-owned properties, including:

- * Federal and state aided public housing
- * Other Authority-owned or managed properties

Responsibilities include:

- * Maintaining high occupancy levels, Tenant Selection, admissions, and lease administration
- * Fair Housing compliance, Legal actions and court proceedings when necessary
- * Property inspections, Preventive maintenance, and grounds maintenance
- * Capital improvements and Modernization projects
- * Safety and security
- * Preparation of all documents for bi-annual PMR through EOHLC

Leased Housing Programs

The Executive Director shall oversee administration of all leased housing programs, including but not limited to:

- * All federally funded programs; mobile and project-based vouchers, and alternative housing programs
- * All state funded programs; vouchers and state assisted units for families, seniors and special needs
- * All other state, federal, or locally funded rental assistance programs

Responsibilities include:

- * Waitlist administration and eligibility determinations
- * Inspections and landlord relations
- * Contract administration and reporting to funding agencies

Financial Management

The Executive Director shall be responsible for the Authority's financial management, including:

- * Annual operating budgets and capital plans for both federal and state properties
- * Accounting systems, internal financial controls, and banking relationships
- * Procurement and Contract Administration for all properties and ensure compliance with the same
- * Grant writing and administration of grant funding

- * Audits by funding agencies, and independent auditors

Capital Planning

The Executive Director shall:

- * Prepare, submit and maintain the Authority's Annual and Five-Year Capital Improvement Plans (state and federal).
- * Administer capital improvement funds, oversee modernization and redevelopment projects
- * Coordinate with the MA Regional Construction Advisory Team and vendors to ensure timely completion of capital projects within approved budgetary allowances

Personnel Administration

The Executive Director shall have oversight of all employees of the Authority

Responsibilities include:

- * Hiring, staff supervision, employee discipline, personnel policy administration and professional development
- * Performance evaluations of department heads
- * Participation in labor and union relations, and contract negotiation

The Executive Director shall supervise department managers responsible for:

- * Finance, Property Management, Maintenance, leased Housing, Resident Services, and Assistant Executive Director

Resident Services

The Executive Director shall work directly with the Resident Service Coordinator to promote programs that improve the quality of life of Authority residents through partnerships with community organizations and public agencies

Board Administration

The Executive Director shall serve as principal advisor to the Board of Commissioners by:

- * Preparing Board meeting agendas, providing monthly management reports and reports on operations, making policy recommendations, and recommendations on strategic planning

Regulatory Compliance

The Executive Director shall ensure compliance with all applicable regulations and requirements of:

- * HUD, EOHLC, and Massachusetts General Laws
- * Fair Housing laws, procurement laws, public records requirements, and Open Meeting regulations
- * Civil Rights requirements, Civil Service requirements, and OSHA/workplace safety requirements

Community Relations

The Executive Director shall represent the Authority before:

- * Residents, the public, and Community Partners
- * Municipal and County officials, EOHLC, HUD and other state and federal agencies
- * Nonprofit organizations, Elected officials, and all forms of media

Professional Development

The Executive Director shall maintain appropriate professional certifications and participate in continuing education.

Preferred certifications include:

- * Massachusetts Public Housing Administrator (MPHA) or must be attained within twelve months of hire
- * Federal Public Housing Manager (PHM) or must be attained within twelve months of hire
- * Membership and participation in MassNAHRO and other professional organizations

Minimum Qualifications

- * Minimum of six years of progressively responsible management experience.
- * Experience supervising professional staff and department managers.
- * Experience administering public housing or affordable housing programs.
- * Experience preparing and administering public budgets.
- * Demonstrated leadership, communication, and organizational skills.

Equivalent combinations of education and experience may be considered.

Preferred Qualifications

* Bachelor's degree in Public Administration, Business Administration, Finance, Urban Planning, or related field.

Preference shall be given to candidates with experience administering both EOHLC and HUD housing programs, preparing capital improvement plans, managing public procurement, overseeing audits, supervising multiple departments, and working directly with governing boards.

Performance Expectations

The Executive Director shall:

- * Maintain regulatory compliance and submit all required reports on time.
- * Maintain sound financial management and complete annual audits without material findings.
- * Maintain high occupancy rates and provide responsive service to residents.
- * Successfully administer capital improvement projects.
- * Foster positive labor-management relations and maintain productive relationships with local, state, and federal partners.

Other Duties

The Executive Director shall perform such additional duties as may be requested by the Board of Commissioners consistent with the responsibilities of the position.

The Executive Director has both oversight and an active role in the Authority's well-respected affordability monitoring program for both rental and home ownership units. The Authority annually verifies income and asset levels of families living in affordable rental units and submits compliance reports to both the project owner and the town where the units are located. When the home ownership project participants are initially approved for a purchase, they are issued Certificates of Compliance. Compliance letters are sent to both the developer and town where the project is located.

