

**EXECUTIVE DIRECTOR**

**Exempt:**

**Yes**

**Salary Range: \$75,000 - 90,000**

**Supervisor:** St John the Baptist Parish Housing Authority Board of Commissioners

Approved By: Chairperson of St. John PHA

Date: March 2023

This position is open until filled.

### **ADVERTISEMENT LANGUAGE**

The Housing Authority of St. John the Baptist Parish is currently accepting applications for the position of Executive Director.

**Job Function:** The Housing Authority of St. John the Baptist Parish (SJBPHA), a Public Housing Authority located in Louisiana seeks a qualified individual for the position of Executive Director. The successful candidate will provide overall leadership for the administration management for the Housing Authority of St. John the Baptist Parish, Louisiana, as approved by the Board of Commissioners. The Executive Director will be responsible for managing physical assets of SJBPHA to ensure efficient operations and program compliance while maximizing return and meeting SJBPHA's objectives. Under the general supervision of the Board of Commissioners, the Executive Director will be responsible for the overall budgetary, planning, organizing, staffing, monitoring, and reporting functions of every aspect of the Housing Authority and assures the smooth day to day operation of each department. Specific duties include the following:

### **QUALIFICATIONS AND KNOWLEDGE**

1. Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or related field is preferred; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Six or more years of progressively responsible experience with a minimum of three years of experience in the development of government subsidized housing at an executive level or any combination of education, training and experience in HUD funded housing programs is desired.
3. Proven history of improving the financial and governance of troubled housing authority or another agency; along with strong managerial, written, verbal, analytical, technical, and interpersonal skills, and integrity and ethics.
4. Possess one of the following: Public Housing Manager Certification, Multi-family Certification, HQS Certification and UPCS Certification and/or must obtain the certifications within eighteen months after assuming the position.
5. Experience working with HUD grants or other grant programs to build new housing developments.
6. Knowledge of the general operations and procedures of a Public Housing Agency (PHA) and Public Housing Assessment System (PHAS) desired.
7. Working knowledge and direct experience of Multi-Family, Low-income Housing Tax Credit, Public Housing and Housing Choice Voucher Program regulations and requirements, PHA policies and procedures, Louisiana Property Code, and departmental activities desired.
8. Knowledge of HUD established performance standards as they relate to income and rent determinations desired.
9. Must obtain a valid Louisiana driver's license within 90 days of employment.
10. Eligibility for coverage under Authority fleet auto insurance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Responsible for providing oversight, direction, and supervision over all Housing Authority employees either directly or through subordinate supervisors. This includes the Finance Department, Housing Programs, Asset/Property Management, Modernization and Contracts, Security, Maintenance, Affordable Housing Development initiatives, and management of non-subsidized housing. Ability to supervise subordinate employees in a fair and impartial manner.
2. Interprets, implements, and administers the policies of the Board of Commissioners and all federal and state housing regulations.
3. Responsible for insuring compliance with federal and state regulations including fair housing policies as directed by the Fair Housing Act.
4. Administers SJBPHA operations in accordance with the provisions and terms of the HUD Annual Contributions Contract (ACC), and any other contractual agreements with HUD or other funding sources.
5. Provides leadership, motivation, and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other agencies as required.
6. Acts as secretary to the Board of Commissioners, maintaining appropriate minutes, HASCP files and records.
7. Prepares and submits, In a timely manner, all HUD reports to include but not limited to PHAS, SEMAP, HCV, VMS, and any other reports.
8. Represents the agency and maintains liaison with regulatory agencies, local officials, and community-based organizations, interpreting and explaining the agency's programs, policies, services, needs and other matters of mutual interest.
9. Provides vision, mission, and direction to staff to achieve maximum performance; identifies the housing needs and issues; articulates the issues and sets agenda for dealing with issues; develops long-range plans for program development. Develops and recommends program policies and procedures.
10. Establishes contacts and works with regional, statewide, and federal housing resources including, but not limited to, Louisiana Department of Housing and Community Affairs, USDA, Federal Home Loan Bank, and HUD.
11. Identifies sites suitable for affordable housing; negotiates price, terms, and conditions; develops cost estimates, prepares necessary documentation to obtain local government approvals and financing.
12. Identifies, develops, and maintains funding streams and assesses the cost of services; identifies and develops project partnerships; writes proposals and grants. Ensures that grant monies are received and monitors expenditures.
13. Develops, prepares, and submits annual Housing Authority budgets, monitoring revenues and expenditures in assigned areas to assure sound fiscal control and assures effective and efficient use of budgeted funds.
14. Performs public relations activities to develop an appreciation and clear understanding of affordable housing issues in the community; contacts and communicates with Parish Officials, business community, private and public sector agencies to coordinate and assist in meeting community needs; performs speaking engagements, develops media responses and press releases.
15. Exercises independent judgment within prescribed standards and procedures; analyzes business operation to evaluate performance.
16. Reviews, maintains, and implements all appropriate agency personnel policies and procedures.
17. Attends meetings, workshops, conferences, seminars, and other sessions in order to gain firsthand knowledge of new or improved housing programs in the public and private sector.
18. Performs other duties and assigned by the Board of Commissioners.

## **Supervision Received and Given**

The employee receives instructions from the Board of Commissioners. Normally, the employee plans and carries out work activities with minimal supervision and independently resolves problems that arise. The employee receives specific instructions when complaints are brought to the attention of the Board of Commissioners. The Executive Director has oversight of all employees.

## **Responsibility for Monies and Property**

## **Responsibility for Confidential Matters Guidelines**

The employee is expected to adhere to all existing guidelines and compliance is monitored intermittently.

## **Complexity**

The employee performs many varied tasks that require independent decision-making daily. Work performed by the employee is primarily routine and repetitive in nature. Occasionally, the employee makes decisions regarding unusual circumstances, conflicting data, or other non-routine circumstances. In those cases, the employee adapts procedures or develops new approaches to the work.

## **Scope and Effect**

The executive Director is a key employee in management and operation of a public housing agency and his/her work affects the residents, community groups and support agencies on a continuing basis. Successful accomplishment of duties by the employee enhances greatly the Authority's ability to meet its overall mission of providing housing that is decent, safe, and sanitary.

## **Physical Demands**

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eye strain from working with computers and other office equipment.

## **Work Environment**

Work involves the normal risks and discomforts associated with an office environment but is usually in an area that is adequately cooled, heated, lighted, and ventilated.

Please submit a letter of interest, resume, and salary history to:

St. John the Baptist Parish Housing Authority

Attn: St. John the Baptist PHA Chairperson

[sjbphousingauth@gmail.com](mailto:sjbphousingauth@gmail.com)

Please visit [www.stjohnhousingauthority.org](http://www.stjohnhousingauthority.org) for the full job description. This position is open until filled.

Also see [www.sjbparish.gov/Services/Housing-Authority](http://www.sjbparish.gov/Services/Housing-Authority) (not a St. John Parish Government job posting)

Reference:

Location: St. John the Baptist Parish, LA

Employer: St. John the Baptist Parish Housing Authority

Job Posting Type: Associations, Newspapers