

HOUSING AUTHORITY
of the
COUNTY OF MONTEREY

EXECUTIVE DIRECTOR
(FLSA Exempt)

DEFINITION/PURPOSE:

Plan, organize, direct, coordinate and supervise the activities of the Housing Authority of the County of Monterey through the implementation of the policies and guidelines of the Board of Commissioners. Within the context of those policies and guidelines, this classification is the final authority for all housing programs, initiatives, and other issues concerning the Housing Authority of the County of Monterey.

DISTINGUISHING CHARACTERISTICS:

This single position Executive Management classification is solely responsible to the Board of Commissioners for the execution of policies, guidelines, and programs of the Authority, as established by the Board. The classification manages the Authority through subordinate managers of his/her own choosing within the limitations of the Authority budget. It differs from all other classifications in that it is the only position with the delegated authority of the Board.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and policy direction of the Board of Commissioners, with significant independence.

Provides direct supervision to executive management and confidential clerical/ administrative staff of his/her choosing and indirect supervision of all other Authority employees.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan, organize and direct strategic and tactical management, administration, and supervision of all aspects of the Authority's business and affairs.
- Make recommendations to the Board of Commissioners concerning the program opportunities for growth, program management, fiscal stability and asset management, and personnel requirements.
- Represent the Board of Commissioners in contacts with the cities of the Authority's service area, the County, State, and Federal governments. Maintain a close working relationship with the political and business leaders of these constituencies.
- Serve as Secretary to the Board of Commissioners. As Secretary, manage all Authority projects, signing contracts, deeds, and other instruments made by the Authority in the normal

course of business. Keep the records of the Authority. Act as Secretary at all Board meetings, recording all votes and proceedings, and all dates incident to the office. Keep the seal of the Authority and have the authority to affix the seal to all contracts and other instruments to be awarded by the Authority.

- Serve as Treasurer of the Authority and have the care of all funds of the Authority. Sign orders, checks of payment, and disburse such funds under direction of the Board.
- Visit each housing complex at least two times per year and discuss issues with the residents of each complex.
- Attend functions as required to promote the mission and programs of the Authority within the communities of the Authority's service area.
- Strategize and orchestrate various organizational programs and priorities. Initiate discussions on new programs and determine initiation of funding proposals. Assist in Development strategies and direction for the fulfillment of the Authority's mission.
- Establish policy-appropriate service and staffing levels and comprehensive minimum standards in support of Authority goals and objectives; monitor and evaluate efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Establish formal internal communication systems and methods to develop effective and timely interchange of ideas, information, suggestions, and recommendations.
- Oversee the development of Authority policies and procedures implementing Federal, State, and local statutes.
- Select staff. Assuring appropriate employee training, motivation, supervision, and evaluation. Grant salary increases and take disciplinary action as necessary.
- Enter joint ventures with non-profit organizations to provide low-cost housing consistent with Authority goals and fiscal soundness.
- Oversees and participates in the development and administration of the Authority budget; approves the forecast of funds needed for facilities, staffing, equipment, materials and supplies to fulfill the mission of the Authority.
- Oversee compliance of agency programs with Federal and State guidelines and regulations; directs research and analysis of new Federal and State guidelines.
- Oversee the development and implementation of goals, objectives, policies, procedures, performance objectives, standards, and reporting systems.
- Establish a variety of community contacts to effectuate dialog concerning public/private partnerships designed to stimulate the development of affordable housing.
- Make written and verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.
- Represent the Authority to outside agencies; coordinate Authority activities with those of cities, counties, and outside agencies and organizations.
- Make Authority comments on proposed Federal, State, and local regulations and their prospective impact on Authority programs. Suggest alternative courses of action.
- Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS:

- Represent the Authority at public meetings and conferences.
- Perform related duties and assume related responsibilities, as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Theory and practice of leadership and management. Knowledge and management skills to analyze programs, policies, and operational needs. Principles and practices of supervision of personnel, performance evaluation, and employee training.

Ability to – Plan, organize, direct, and coordinate the work of staff in a manner conducive to high levels of organizational performance and morale. Lead and facilitate team building and communications. Effectively select, train, supervise and evaluate subordinates. Direct the accomplishment of the Authority’s mission and delegate authority. Maintain confidentiality. Analyze and identify problems and institute solutions in support of Authority goals. Devise and implement innovative approaches to maximize organizational efficiency and responsiveness. Interpret and apply Federal, State, and local policies, laws and regulations. Communicate complex ideas clearly, concisely, and effectively both verbally and in writing. Prepare clear and concise administrative and financial reports. Prepare and administer large and complex budgets within established guidelines. Establish and maintain effective working relationships with those contacted in the course of work. Maintain a discriminating intellect that provides the capability of making sound decisions. Operate a personal computer using various Windows–based applications programs.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority. Must obtain PHA Certificate within one year of hire.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb stairs, and operate keyboard equipment, and generally maintain the physical condition and mobility necessary to visit Authority sites and other housing authorities and agencies. A majority of work is conducted in a standard indoor office environment.

Other – Provide an annual Statement of Economic Interest

- Provide proof of US citizenship, or if an alien either lawful admission for permanent residence or authorization for appropriate work, from the Department of Homeland Security.
- Be insurable by the Housing Authority’s insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Due to the responsibilities involved with this Executive Management level position, the following minimum requirements exist.

Experience – At least seven (7) years of increasingly responsible administrative and management experience. A minimum of seven (7) years of direct supervisory experience.

Education – Possession of a bachelor's degree from an accredited college or university in business administration, public administration, or a related field is required. A master's in business administration (MBA) is highly desired.