

JOB DESCRIPTION

Medford Housing Authority

Executive Director's Position

Summary

Reporting to the Medford Housing Authority Board of Commissioners, the Executive Director will be responsible to direct the operations of the Medford Housing Authority with 1380 Federal Family and Elderly/Disabled public housing and Section 8 units; and 392 State Family/Elderly Disabled public housing, 689 and MRVP units, and a staff of 39 full and part-time employees. This position is the Chief Administrator of the Medford Housing Authority with the responsibility of implementing the Board policies, planning, administering, developing and monitoring programs, directing, supervising and coordinating all phases of the authority's operations to include but not limited to human r, maintenance, modernization, development, financial oversight, security, safety, resident relations and services, community relations, tenant selection, waiting lists, and Section 8 landlord requirements.

Principal Duties

1. Prepares and furnishes all material to be reviewed by and to be acted upon by the Medford Housing Authority Board of Commissioners;
2. Acts as Secretary to the Board, maintaining appropriate minutes, files and records;
3. Responsible for the preparation and upon Board review and adoption, the control of the required Annual Federal and State Budgets, and any supplementary budget(s).
4. Approves all correspondence, notices and directives dealing with policies issued by the Board of Commissioners;
5. Make recommendations to the Board of Commissioners for the establishment and classification and reclassification of all agency positions.
6. Make recommendations for, and after adoption by the Board of Commissioners, to administer rates of compensation covering all classes of positions in the agency. Such recommendations shall be included each year as part of the Executive Director's budget recommendations.
7. Establish standards of qualification for all employment positions established by the Commissioners.

8. Responsible for the selection, appointment, discipline and termination of all employees of the agency;
9. Acts as the agency's Human Resource Officer assuring that all personnel policies, procedures, position descriptions and general practices conform with all applicable State and Federal statutes;
10. Performs function of Affirmative Action Officer and Contracting Officer for all authority functions and matters in this regard;
11. Attends on a consistent basis, meetings, workshops, conferences, seminars and other sessions, in order to gain first hand knowledge of new or improved housing programs in the public and private sectors;
12. Receives bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with State and Federal statutes and regulations and contractual provisions.
13. Supervises the payables, receivables, cash or other assets (including investments) associated with operating contracts, insurance administration and all internal and external operations.
14. Authorizes expenditures/purchase orders in compliance with State and Federal regulations, and Board policies;
15. Initiates and supervises the writing of any and all proposals and grants.
16. Designs, implements and administers all agency functions and sub-functions so as to meet (or exceed) PHAS/BOAST Goals;
17. Reviews/approves and implements regulations and notices for governmental and regulatory agencies and responds to such in (written) timely manner;
18. Maintain a high degree of personal flexibility and capability to address multi tasks and assignments of agency;
19. Assures the confidentiality of information relative to staff and residents, and safeguards and/or destroys data as directed by Medford Housing Authority policies, and Federal and State Agreements and Regulations;
20. Maintain conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, and affirmatively further fair housing by examining programs or proposed programs to identify an impediments to fair housing choice within those programs;

21. Prepares reports and presentations for internal and external use the by Medford Housing Authority;
22. Establish and maintain effective housing management/maintenance procedures; and
23. Performs other related duties of the Executive Director, as required

The Position Requires

- A four-year degree from an accredited institution in an appropriate field required, with an appropriate advanced degree preferred.
- A minimum of 8 years to level administrative housing, real estate, development or community-building experience required.
- Experience with mixed-income communities and creative financial packaging desirable.
- Must be bondable.
- Must possess a PHM Certificate, unless waived
- Experience in addressing the needs of residents with various socio-economic backgrounds preferred.
- One year of supervisory experience of a staff of ten (10) or more required.
- Possess a working knowledge of governmental regulations.