

# **GOLDENROD REGIONAL HOUSING AGENCY JOB DESCRIPTION – EXECUTIVE DIRECTOR**

The Executive Director is responsible for the overall administration, leadership, and direction of all aspects of Goldenrod Regional Housing Agency (GRHA) programs, management contracts, and staff. Job responsibilities include overseeing Section 8 Housing Choice Vouchers, Family Self Sufficiency, Homeownership, FYI Vouchers, and two (2) USDA Projects, managing subordinate staff, fiscal control, community relations, and policy/procedure design and program development. The Executive Director reports to the Board of Commissioners for GRHA. This is a salaried exempt wage position for at least 40+ hours per week.

## **Qualifications:**

- Must have the ability to envision, develop, and articulate a proactive course of action for the continued successful operation of GRHA that combines the board's stated policies and objectives and an awareness of the dynamics within the housing industry.
- Must have extensive experience in financial planning, coordinating, leadership, and managing the operations of a complex organization.
- Must be able to establish current and long-range organizational goals, objectives, plans, and policies, consistent with the Board's stated policies and objectives and ensure their execution.
- Must have a thorough knowledge of HUD regulations and programs.
- Must have a proven track record of fostering a positive work environment and motivating staff to the highest levels of excellence.
- Must have exceptional people skills, strong and effective oral and written communicative skills, and the ability to maintain excellent relationships with clients, staff, local government officials, the public, regulatory agencies, and the Board of Commissioners.
- Must have the experience and the ability to execute "hands-on" with all aspects of GRHA.
- Knowledge of business management and accounting skills. Ability to work with figures and compute accurately
- Must have exceptional computer skills with knowledge of standard Office Programs and equipment with the ability to prepare correspondence, spreadsheets and other written material in a professional manner. Have typing and word processing skills.
- Ability to work and communicate with various social-economic backgrounds.
- Must be able to work without close supervision.
- Maintain confidentiality of client and fiscal information.

## **Education and Training Guidelines:**

Associate Degree or Bachelor of Science degree in Business Administration / Accounting, and/or Management experience. HUD Section 8 and USDA accounting experience preferred. Possesses a valid driver's license and maintains current liability insurance.

**Required Certifications/Training** (to be obtained within 36 months of employment, depending on funding and availability):

- HCV Executive Management
- Housing Choice Voucher Program Manager Certification.
- HCV Financial Management, Accounting & Reporting
- HCV Family Self Sufficiency / Homeownership

- HCV Housing Quality Standards
- HCV Occupancy, Eligibility & Rent Calculations
- Commissioner Fundamentals & Ethics
- HCV Specialist
- Rural Development Training

## **Essential Job Functions:**

### **Human Resource and Personnel**

- Oversees payroll functions, including but not limited to computing timecards, inputting staff hours into the computer, generating payroll invoices, etc.
- Updates employee file for “Personal Time Off” Leave.
- Run checks and get appropriate Board signatures; ensure all federal and state withholding, child support, and other employee reporting is completed on time.
- Responsible for interviewing, hiring, terminating, employee issues, new staff orientation, tracking requests for leave; retirement.
- Responsible for Health, Dental, and Vision Insurance enrollees, and terminations are completed annually.

### **Operations**

- Monitors, implements, drafts, and assures compliance with required policies and procedures.
- Performs, develops, and maintains public relations with clients, staff, community, city officials.
- Assures technology systems are operable at the highest degree. Ensures Elite Computers, West Point is contacted for computer maintenance.
- Conducts informal hearings for tenant grievances; prepares, attends and testifies at court hearings for evictions/damages.
- Daily assistance with staff questions, tenant issues, maintenance, citizens inquiries, police inquiries, and other agency questions.
- New Applicants: maintains the waiting list and issues new vouchers.
- Assist in conducting Quality Control Housing Quality Standards/INSPIRE inspections.
- Oversees completion of participant program files: re-certifications, verifications, and calculations of HAP, including overseeing the case management of FSS clients.
- Coordinates Home Ownership Program: provides resource information for homeownership counseling and financial education. Performs outreach to identify lenders, realtors, title companies and other agencies to assist HO applicants. Conducts HO outreach to applicants, community partners, and the public. Updates/revises Homeownership Admin Plan and performs outreach to identify lenders, realtors, and title companies
- Keep a daily log of work activities.
- Ensures all employees complete annual security awareness training to access HUD systems and recertifies all employees annually

### **Oversees Grants and Funding Management**

- Reviews and approves submission of the FSS Coordinator Grant.
  - Oversees the receipt and drawdown of funds from the eLOCCs system.
- Completes and/or presents annual submission of the Dinklage Foundation Grant for training.

- Oversees the submission of receipts for reimbursement.

## **HUD Reporting Regulations and Program Requirements Federal and State Reporting Requirements**

- Submits all required reports to HUD, Rural Development, and other agencies including, but not limited to:
  - Oversees unaudited FASS electronic submission by Financial Officer and audited FASS by auditors, SEMAP.
  - Oversees electronic submission of HUD-50058s.
  - Oversees preparation and submission of Quarterly and Calendar Year End Reports
- HUD/USDA: Oversees notification of tenants for annual inspection, accompanies inspector, and addresses deficiencies.
- Utility Allowances: Updates annually for Board meetings, contacts utility companies for new rate sheets, and calculates new utility allowances for Section 8 single-family units, multi-family units, and rural counties.
- Agency Plan:
  - Preparation, drafting, and planning.
  - Board reviews draft.
  - Place drafts at the office for public access.
  - Public Notice is advertised 45 days before the hearing.
  - A Public Hearing is held, and the board approves by Resolution at the following Board meeting.
  - Preparation of the template and electronic submission.
  - Prepare hard copies of the certification, uploaded electronically to the HUD Office.
  - Place the final copy at the office.
  - Address any deficiencies noted by HUD and submit revisions per HUD request.

## **Financial:**

- Responsible for the Financial Management of the Housing Choice Voucher Program
  - Responsible for preparing cash disbursements, cash receipts, and payroll.
  - Responsible for ensuring a detailed general ledger is maintained.
  - Responsible for preparing monthly budgets, board reports, and any/all documents requested by the Board of Commissioners or HUD.
  - Responsible for ensuring year-end reports, VMS reports and other financial information are properly prepared by the fee accounting firm
  - Responsible for issuing all checks on time.
  - Responsible for filing system of all invoices and checks.
  - Responsible for filing Federal & State payroll reports on time.
  - Responsible for preparing and making all bank and tax deposits.
  - Responsible for preparing the Housing Assistance Payments (HAPs) Register.
  - Responsible for maintaining inventory.
  - Maintain Family Self Sufficiency escrow accounts.
  - Enter and submit the 50058s into the PIC System.
  - Responsible for providing all necessary financial information to the fee accounting firm.
- Responsible for the management of the USDA project known as Woodland Apartments, including but not limited to recertifications, initial eligibility, maintenance requests, inspections, and sending information to MINC

- Responsible for rent collection, preparing cash disbursements, and cash receipts.
- Responsible for maintaining a detailed general ledger.
- Responsible for preparing USDA budgets, year-end reports, board reports, and any/all documents requested by USDA.
- Responsible for issuing all checks on time.
- Responsible for filing Federal & State payroll reports on time.
- Responsible for filing system of all invoices and checks.
- Responsible for maintaining inventory.
- Responsible for all maintenance and logs.
- Responsible for the management of the USDA project known as Maplewood Apartments, including but not limited to recertifications, initial eligibility, maintenance requests, inspections, and sending information to MINC
  - Responsible for rent collection, preparing cash disbursements, and cash receipts.
  - Responsible for maintaining a detailed general ledger.
  - Responsible for preparing USDA budgets, year-end reports, board reports, and any/all documents requested by USDA.
  - Responsible for issuing all checks on time.
  - Responsible for filing Federal & State payroll reports on time.
  - Responsible for filing system of all invoices and checks.
  - Responsible for maintaining inventory.
  - Responsible for all maintenance and logs.
- Keep financial and client information confidential and use professional judgment in answering questions regarding financial and client information.
- Responsible for drawing down FSS funds from the eLOCCs system

Prepares for the HCV programs; original, revised budgets for board action.

- Audits: Prepare for annual audit; respond to findings; compile and submit Insurance audit, as requested.
- Responsible for the preparation of all financial information, budgets, year-end reports, etc. for the HCV, FSS, and Rural Development programs.

### **Board of Commissioners**

- Responsible for the scheduling, notices, agendas, reports, and conducting the board meetings for GRHA, Maplewood Apartments, and Woodland Circle Apartments.
- Monthly and Special Board Meetings
- Preparation of agendas consulting with the Chair
- Oversees compiling and mailing of board packet information one week before meetings

### **Other Duties as assigned by the Board of Commissioners. \***

\*The statements contained herein reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas of the HA to cover absence or relief, to equalize work periods or otherwise to balance workload.

### **Staffing Supervision Responsibilities:**

Administrative Assistant

Family Self-Sufficiency Coordinator

**Skills:**

Beneficial to have considerable knowledge of the community human services system. Knowledge of barriers to self-sufficiency; ability to communicate, both orally and in writing, with a wide variety of people; ability to support and motivate clients; ability to achieve and maintain harmonious working relations; ability to work with a considerable degree of independence. Performs duties with only periodic supervision given.

MUST BE ABLE TO GET ALONG WELL WITH OTHER STAFF AND THE PUBLIC.

**Interpersonal Contacts:**

External contacts include the public, citizens, community groups, other government agencies, and Housing Agency clients. Types of interactions consist of educating and presenting information in an informal, concise manner; assessing through dialogue and interview techniques; problem-solving, and counseling. Contacts may always contain confidential/sensitive information necessitating discretion.

**Physical Demands and Working Conditions:**

- Ability to work in a standard office environment with the ability to travel to different sites and locations.
- Work involves sitting and working at a computer performing administrative duties; involves walking, standing, and driving.
- Attends training, workshops, seminars, and meetings as approved by the Board of Commissioners which may involve overnight stays.
- The position will require work beyond regularly scheduled hours to complete essential tasks.
- The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position.
- Reasonable accommodations as required by the Americans with Disabilities Act will be granted whenever possible.

THE HOUSING AGENCY RESERVES THE RIGHT TO CHANGE, REASSIGN, OR COMBINE JOB DUTIES AT ANY TIME.

**AN EQUAL OPPORTUNITY EMPLOYER**

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Executive Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date