

JOB ANNOUNCEMENT:

The Southern Iowa Regional Housing Authority (SIRHA) provides housing assistance to low income individuals in a 13 county area located in Southwest Iowa and Nebraska City, NE. SIRHA is seeking a highly qualified Executive Director. The Executive Director will manage a budget of approximately \$8 million, will report to a 13 member Executive Committee and manage a portfolio of 1,132 Housing Choice Vouchers, 125 scattered Public Housing sites along with overseeing other Housing Authority programs.

Please email a one-page cover letter, a two-page resume' and a listing of 3 professional references to sirha@sirha-ia.org by May 1, 2024.



HOUSING AUTHORITY EXECUTIVE DIRECTOR

Job Description

The Executive Director (ED) is responsible for the day to day administration of the Housing Authority, a public housing agency with a staff of 12 individuals and an annual budget of 8 million dollars. The ED provides leadership and management of the planning, organizing, staffing, direction and control functions of the Agency.

ESSENTIAL TASKS OF THE POSITION:

Interprets, implements and administers the policies of the Board of Commissioners and all applicable federal and state housing regulations.

Supervises the preparation of all material to be reviewed by and acted upon by the Board.

Acts as Secretary to the Board, maintaining appropriate minutes, prepares draft meeting agendas for approval by the Board Chair, files and records documents.

Determines appropriate course(s) of action related to adopted policies and procedures.

Approves all correspondence, notices and directives dealing with policies issued by the Board for clarity and soundness.

Represents the Agency and maintains liaison with regulatory agencies, local officials and community based organizations.

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.

Keeps informed of changes and innovations in the housing field as to matters of policy and operation.

Prepares reports, i.e. organizational and Annual Reports, etc., for internal and external use.

Acts as the Agency's Public Relations Officer clearing all external statements. Reviews all statements and policies before being released to media.

Assures that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes.

Acts as the Agency's Contracting Officer.

Makes recommendations to the Board on adoption of new policies and changes to existing policies.

PROVIDES FOR THE ADMINISTRATION, LEADERSHIP AND MANAGEMENT OF THE AGENCY:

Prepares and presents to the Board for approval and subsequently administers and controls the conditions outlined in the Annual Contribution Contracts, annual budgets and other supplemental budgets.

Selects, appoints, disciplines, promotes, transfers and terminates all agency employees according to personnel policy as amended from time to time.

Receives bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.

Supervises management and control of Agency's payables, receivables, cash or other assets (including investments) associated with operating contracts, insurance administration and all internal and external financial operations.

Initiates the writing of proposals and grants.

DIRECTS AND COORDINATES ACTIVITIES OF MANAGERIAL PERSONNEL ENGAGED IN CARRYING OUT AGENCY OBJECTIVES:

Compiles Agency Budget for Board review and approval and reviews entire Agency budget.

Provides general oversight of the management and maintenance of all housing developments to ensure a high degree of livability at the lowest possible cost.

Provides general oversight to the section of tenants, execution of leases, collection of rents and the enforcement of leases as required by Board policies and procedures.

PERFORMS OTHER SUCH DUTIES AS MAY BE ASSIGNED BY THE BOARD:

The ED must have working knowledge of HUD regulations regarding all programs including but not limited to: Section 8 Housing Choice Vouchers, Public Housing, Section 8 New Construction, USDA Rural Development and FSS.

POSITION REQUIREMENTS:

A graduate of an accredited college with a minimum Associates Degree, five year's experience in housing management, community development, public administration or a closely related field. Other related education and experience may be considered.

Four years in a significant management capacity at a public housing authority or other similar experience with prior skills in budgeting, personnel management and public relations.

Ability to travel, must be bondable and may be required to obtain other certifications.

Must be knowledgeable of policies, procedures and requirements of all Housing Authority programs.

BENEFITS:

Health, Dental and Short and Long Term Disability Insurance, Personal and Sick Leave, Vacation and Paid Holidays; Retirement – IPERS.

Salary Range - \$85,000 to \$95,000