

## EXECUTIVE DIRECTOR

The Niagara Falls (NY) Housing Authority (NFHA) is seeking a highly qualified candidate to lead and manage the agency's budget of \$6 million, a staff of 70 and a housing portfolio that includes 848 public housing and tax credit units. The agency does not administer the housing choice voucher program. The NFHA also provides a very extensive portfolio of support services, programs and initiatives for the elderly, families, youth and persons with disabilities.

The successful candidate must have completed a Master's degree preferably in business administration, public administration, public finance, urban planning, public policy, urban studies or a closely related field. Additionally, candidates must have a minimum of seven (7) years of progressively responsible experience with a public housing authority, non-profit housing organization, or a private housing management firm. However, candidates with exceptional academic or experience backgrounds that compensate for an academic or experience deficiency may still be considered at the discretion of the Board of Commissioners. Candidates must have, or commit to obtaining within one (1) year, the NAHRO Certified Management Executive Certification or within two (2) years the PHADA Executive Director Education Program. Finalists will be required to provide academic, work history, and salary history verification. The consultant will complete criminal and credit history background checks.

Candidates must be able to demonstrate very high levels of experience and experience in the leadership, management, technical and interpersonal skills and attributes needed to be a high-performing Executive Director. The NFHA website ([www.nfha.org](http://www.nfha.org)) contains additional information regarding the expected knowledge, skills and abilities and the position description. Compensation for the position is negotiable, depending on the qualifications and experience of the chosen candidate. It is required that the selected Executive Director will establish residency in Niagara Falls. NFHA is an equal opportunity employer. Please submit a one-page (1) cover letter, a two-page (2) resume that includes salary history and a listing of three (3) professional references. Please submit an email version of the application document to **both** Stan Quay, President/Principal of the Organizational Leadership Edge at [Squy@cox.net](mailto:Squy@cox.net) and Maria Vitello at [mvvitello@nfha.org](mailto:mvvitello@nfha.org). The deadline for submittal of applications is Friday, February 1, 2019 at 5:00 pm Central Time.

## **JOB DESCRIPTION**

**DATE:** August 2016

**TITLE:** Executive Director

**JOB STATUS:** Full time

**FLSA STATUS:** Exempt/Salaried

**TITLE OF SUPERVISOR:** Board

**DEPARTMENT:** Administration

### **JOB SUMMARY**

*The Executive Director is responsible for the overall professional and administrative direction, planning and management of a medium size housing agency. This position is responsible for directing and coordinating all phases of a complex housing agency program including maintenance, tenant selection, modernization, family resource building, occupancy, management and tenant relationship, social services, administrative services, labor relations and acts on behalf of the Board of Commissioner or Directors in all administrative matters.*

### **ESSENTIAL DUTIES**

#### **Administration**

**80%**

- *Serves as chief advisory to the Board on all problems of management, making recommendations on improving the total operation and analyzing records and reports to determine program effectiveness*
- *Interprets, implements and administers the policies of the Board and all federal, state and local housing regulations*
- *Advises and makes recommendations to the Board on the establishment and implementation of policies, procedures as may be required for the effective and efficient operation of the agency*
- *Selects, trains, maintains and if necessary, terminates employees to ensure an adequate, capable workforce consistent with requirements of the Board and recommendation of department heads*
- *Acts on behalf of the agency and maintains a good working relationship with associates, subordinates, government officials and general public*
- *Supervises subordinate staff composed of technical as well as administrative personnel*
- *Advises and consults with the Board with regard to labor relations issues such as labor negotiations, grievance issues, arbitration and supports the labor negotiations committee*
- *Creates and manages annual budget in a collaborative effort involving CFO, Board and administrative staff*
- *Works with accounting department to prepare grant applications; maintain grant reimbursement process plan for all awarded grants.*
- *Manage all banking relationship and with the Finance Committee develops and maintains investment and GAAP compliant policies for assets, expenses, procedure and operations.*
- *Supervise Accounting department, Senior Housing Project Manager, Director of Packard Court community Center, Occupancy Specialist, Modernization Coordinator and Family Resource Building, General Manager.*
- *Ensure completion of performance reviews of all direct reports*
- *Work with Board of Directors on written bylaws and board development needs (board performance evaluations*
- *Instructs staff regarding the application and interpretation of policies, procedures, and standards of operation*
- *Develop and maintain a policy and procedure manual.*
- *Meets with tenant groups and various governmental and community organizations in order to promote positive relations and to discuss problems related to the Authority*
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#### **Human Resources**

**15%**

- *Ensure compliance with all human resource functions*
- *Ensures staff performance reviews are completed*
- *Determines staff compensation with Executive Director and HR Consultant*

- *Assists in all aspects of the collective bargaining process;*
- *Participates in all employee hiring and terminations; oversees employee personnel files and time; coordinates and maintains all personnel evaluations; counsels for employee problem/disputes*
- *Develops and recommends updates to human resource policy and strategy including organizational chart for review by Board of Directors and Executive Director.*

*Other duties as requested by the Board*

5%

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- *Proven leadership skills*
- *Considerable knowledge of principles, theory and methods of executive level management*
- *Thorough knowledge of federal, state and local regulations and laws relating to the operation and management of a housing authority and various aspects of public housing;*
- *Strong knowledge of principles and methods of administration as it relates to budgeting, accounting, personnel, procurement*
- *Strong public relationships skills*
- *Proven ethical behavior consistent with working at this level of the organization*
- *Ability to plan, organize and coordinate various functions*
- *Strong interpersonal skills, able to develop harmonious relationships and handling difficult relationships effectively*
- *Thorough knowledge of housing authority, NYS public housing law*
- *Ability to understand and respond to various issues related to the public, regulatory agencies, local government officials*
- *Ability to read, understand and analyze legal documents, financial reports etc*
- *Strong proven problem solving ability*
- *Real Estate management*
- *Property management*
- *Experience with collective bargaining; grievance procedures*
- *Good social aptitude*
- *Excellent verbal and written communication skills*
- *Able to read, analyze and interpret common scientific and technical journals, financial reports and legal documents*
- *Ability to understand the problems and theory of public housing together with administrative ability to apply such knowledge*
- *Ability to plan, organize staff and direct an organization*
- *Proven organizational skills with ability to manage multiple assignments*
- *Proficient skills in strategic planning, business and market development, market research, analysis, planning*
- *Demonstrated ability to communicate to a diverse range of audiences*
- *Strong problem solver, shows initiative*
- *Team player, collaborative in style of work*
- *Positive, diplomatic, professional attitude*
- *Strong attention to detail and follow-through*
- *Clean, valid NYS driver's license*

#### **Preferred experience:**

- *Ability to identify and understand the needs and problems of economically disadvantaged individuals*

#### **QUALIFICATION STANDARDS**

- *Bachelor's degree in in Management, Finance, Business, Public Administration or related field and minimum five years of related experience OR 10 years working in management in public housing*

- *Candidate must have a Public Housing Manager Certification from an accredited certifying association or be in the process of securing such certification within one year from date of appointment*

***ERGONOMIC REQUIREMENTS***

*Sitting, standing, stooping, bending, standard lifting, carrying, repetitive movements due primarily to computer work. All of the ergonomic requirements must be performed without significant risk of injury to oneself or others, or otherwise demonstrate or explain how one can perform essential functions listed above.*

*Employee signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Board Chair* \_\_\_\_\_ *Date:* \_\_\_\_\_