

EXECUTIVE DIRECTOR - NFHA

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible administrative work which involves the overall professional and administrative direction, planning and management of a medium-size housing agency. The incumbent is responsible for planning, organizing, directing and coordinating all phases of a complex housing agency program including maintenance, tenant selection, modernization, family resource building, occupancy, management and tenant relations, social services, administrative services, labor relations and acts on behalf of the Board of Commissioners or Directors in all administrative matters. The Executive Director directs the administration of the agency by performing the following duties personally or through subordinate personnel. The Executive Director does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as chief advisor 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 of Commissioners and all federal, state and local housing regulations;

Advises and makes recommendations to the Board of Commissioners on the establishment and implementation of policies and 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 the requirements of the Board of Commissioners;

Acts on behalf of the agency and maintains a good working relationship with associates, subordinates, government officials and the general public;

Supervises a 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 serves on the labor negotiations committee.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Considerable knowledge of the 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; knowledge of HUD programs; working knowledge of the principles and methods of administration as it relates to budgeting, accounting, personnel and procurement; proven leadership skills; strong public relations skills; ability to plan, organize and coordinate various phases of a housing agency program; ability to plan and coordinate the work of subordinates; ability to identify and understand the needs and problems of economically disadvantaged individuals; ability to read, analyze and interpret common business and technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from residents, regulatory agencies, local government officials, or members of the business community; ability to express ideas clearly and concisely, orally and in written; ability to effectively present information to public groups, and or boards of directors; ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematics or diagrams form and deal with several abstract concrete variables; ability to use a computer and to understand the application and use of several computer programs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Management, Finance, Business, Public Administration or related field and either three (3) years experience as a public housing Executive Director or eight (8) years of public housing management experience;

OR

(B) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors degree in Management, Finance, Business, Public Administration or related field and either five (5) years of experience as a public housing Executive Director or ten (10) years of public housing management experience.;

NOTE: A Bachelor's degree is required, additional experience beyond the stipulated five (5) or ten (10) years cannot be substituted for the Bachelor's degree.

SPECIAL REQUIREMENTS: Candidates must possess a Public Housing Manager Certification or obtain within one year of appointment. Possession of a valid New York State driver's license is also required.

City of Niagara Falls Residency Requirement: The Niagara Falls Housing Authority requires that employees be residents of the City of Niagara Falls and maintain their residency during their term of employment. Must be compliant with residency requirement within six months of the date of the initial appointment.

Deadline to apply is October 13, 2024

Resumes can be emailed to Dana Colangelo at Dkcolangelo@NFHA.org