



Albany Housing Authority

Albany, NY



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If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Albany Housing Authority (AHA)

Albany Housing Authority (AHA) was created by an Act of the New York State Legislature in 1948 and, for over seventy years, has been providing housing for very low, low, and moderate income households in the city of Albany. AHA is governed by a seven member Board of Commissioners, five of whom are appointed by the Mayor of the City of Albany and two of whom are elected by the residents of properties owned or managed by the Authority and recipients of Housing Choice Vouchers administered by AHA. Currently, AHA owns and/or manages 20 multi-family apartment complexes totaling approximately 2,400 units and administers approximately 2,850 Housing Choice or other related Vouchers. Administers an ongoing public housing rehabilitation program averaging \$2.5 million annually, AHA currently employs a staff of approximately 100 employees, about 85 of whom are represented by 2 unions.



HUD currently provides AHA with approximately \$2.5 million in Capital Fund Program funds to maintain its public housing units. This amount is not sufficient to meet the need and for more than 20 years AHA has been a pioneer in renovating existing properties as well as building new units through various financing sources, including federal HOPE VI funds, tax exempt bonds, Low Income Housing Tax Credit equity, New York State financing, and Federal Home Loan Bank funds. Through the federal HOPE VI Program, AHA demolished an obsolete 292-unit public housing project in North Albany, developed 160 new units on the same site, and completed the development of 169 replacement units offsite through acquisition or new construction. In doing so, in 2003 AHA acquired a 92 unit, ten year old "market rate" development; of which 56 units are public housing and the 42-unit balance is market rate; 79 more residential units and 7 commercial storefronts were completed on scattered sites using, in part, equity from 9% and 4% tax credit awards. In 2001, AHA completed the acquisition and \$13 million rehabilitation of a failed 250- unit HUD Section 236 project, and de-densified the project into a healthy 145-unit family development.



In 2002, AHA completed and occupied a \$4 million administration building that consolidated all AHA administrative functions formerly located at two vacant high rises. The high rises were demolished in late 2004, using nearly \$1 million in HOPE VI demolition funds and bond proceeds. In 2007, AHA completed the financial restructuring and rehabilitation of a 128-unit State Public Housing development, which was financed with tax credit equity and other soft financing. In 2008, AHA took out a nearly \$9M Fannie Mae loan, secured by future Capital Funds, that, along with equity from the 4% LIHC program, helped finance the \$16 million rehabilitation of a 179 unit family development in the Southend, and other health and safety improvements in AHA's portfolio. In 2016 the Authority completed a unique and imaginative renovation and re-purposing of an historic abandoned high school into artists' lofts and a community center. Since 2016, the Authority has been engaged in an extensive four-phased project which demolished more than 60 obsolete townhomes and garden style apartments and replaced them with attractive, de-densified units and a modern mid-rise multi-unit building which was completed in 2019 and which is continuing with extensive renovation of two high-rise buildings and will be completed with home ownership units intermingled with the rental units. AHA acted as sole developer in the first two phases, is working with a long-term developer partner for the third phase and is partnering with community organizations to complete the final, home ownership phase.



AHA's development efforts have been marked by flexibility and innovation to accomplish necessary rehabilitation and renovation of existing housing units and development and construction of new and additional housing units. In all of these initiatives, AHA has maintained management control of the completed units. AHA has acquired the ownership interest in two projects that have completed their initial 15 year compliance period and intends to acquire ownership interest in other projects as they "come out of compliance".

In addition to AHA's historic expertise in owning and operating rental housing, AHA has administered four publicly and privately financed homeownership development programs with a total development cost approaching \$8 million. AHA completed a New York State funded North Albany Homebuyer program that provided down payment and closing cost assistance on behalf of twelve homebuyers to complement the Corning Homes HOPE VI development in North Albany. The Authority also administered the Frederick Douglass Housing Program, which developed a dozen new single-family dwelling units in Albany's south end and the Southend Homebuyer and Rehabilitation Program (SHARP), a state-funded homeownership and rehabilitation program. In 2008, AHA began construction on the Stephen and Harriett Myers Affordable Housing Program, a state, federal, and privately financed homeownership program, through which AHA developed ten homes for sale in Arbor Hill.

Position Summary

The Executive Director is appointed by and is subject to the general supervision of the Board of Commissioners. The Executive Director acts as Secretary to the Board and as Contracting Officer for the Authority. The Executive Director acts in the capacity of chief executive officer with responsibility for the administration of all programs and facets of the Authority and approximately 20 component units including oversight of a total annual budget in excess of \$40 million, and planning, development, management, maintenance and operation of the Housing Units under the authority's jurisdiction as well as the Housing Choice Voucher Program.



AHA's motto is "More Than Just Housing" and the Executive Director interacts with and partners with the City of Albany; local State Representatives and local community organizations to improve the quality of life and educational and employment opportunities for its residents and clients as well as the community in general.

The Executive Director directly supervises the Deputy Director and various Department Heads to direct the personnel of the Authority in putting into effect all policies of the Authority and such other policies of operation as fall within the framework of Federal, State and Local housing legislation.

The Executive Director meets with the Board of Commissioners at the Board's regular monthly meetings at which the ED is responsible for presenting Resolutions seeking the Board's approval for various actions as required by the By-Laws and for presenting reports on the finances, management and personnel issues affecting the Authority.

Essential Duties and Responsibilities

Board of Commissioners & Community Involvement

- Serve as Executive Secretary of the Authority with the responsibility of maintaining all records and accounts.
- Be responsible for supporting and implementing the policies and directions of the Board of Commissioners
- Have general supervision over the administration of the business and affairs of the Authority
- Serve as principal advisor to, and participate in meetings of, the Board of Commissioners to give technical counsel, reports on operations, discuss problems, make recommendations, and seek direction.
- Develop agency strategy and policy in conjunction with Board of Commissioners.
- Participate in resident meetings, community meetings, city meetings, Authority meetings, etc., to effect communications between these groups and the Authority regarding housing problems and issues.
- Perform and supervise administrative tasks and responsibilities related to the preparation and presentation of all reports and recommendations to the Albany Housing Authority Board of Commissioners.
- Act as agency ambassador to promote the Authority public relations through the various news media and through presentations to interested agencies, groups, and organizations.
- Represent the Housing Authority in the community, with HUD, other interested agencies, organizations, and community and constituent groups.

Agency Operations

- Direct all agency operations and program development.
- Identify needs and opportunities for new programs and projects and develop strategies and financial models to successfully implement them
- Oversee the work in analyzing Authority budgetary needs, preparation of fiscal year budgets, financial statements, sale of notes and bonds, financial feasibility studies, and investment of funds to ensure the fiscal soundness of AHA.
- Direct Economies of Scale Programs including existing contracts and expansion of opportunities.
- Conduct strategic planning including the formation of short- and long-term goals and plans for the Authority by directing the establishment and maintenance of the annual and 5-year plans.

Program & Property Development

- Develop public and private (affordable) housing opportunities (properties) for community residents.
- Ensure adequate project funding through various methods including private investors, tax credits, bond issuance, grants, public funds, etc.
- Diversify income sources to lessen independency of government funding.

Leadership, Management & Staff Development

- Ensure adherence to applicable federal and state employment laws and regulations.
- Attract and retain high-performing staff, ensure top caliber senior leadership team.
- Demonstrate leadership and supervision to motivate staff in carrying out AHA mission.
- Train, coach and develop staff to ensure full utilization of skills and promotional opportunities.

Knowledge, Skills and Abilities

Knowledge of:

- Program relations and requirements of HUD and other applicable organizations.
- Housing and community development programs
- Real estate, housing rehabilitation, and landlord/tenant laws.
- Leadership principles and effective supervisory skills.
- Property construction and management principles, as well as project management oversight.
- Business process and accounting methods.

Skills in:

- Strategy development and execution.
- Problem analysis and resolution.
- Negotiation and conflict resolution.
- Time management and delegation.
- Oral and written communication.
- Budgeting and resource allocation.
- Human resource management.

Ability to:

- Work with supportive resources to the Authority.
- Operate motor vehicle in order to visit Agency sites and properties.
- Sit at a desk or conference table for extended periods of time.
- Frequently move about properties and travel between multiple office sites and meetings, as well as to travel to out of town conferences.

Education, Experience & Requirements

- Bachelor's degree in Public or Business Administration, Management, or closely related field from an accredited college or university. Coursework in finance is desired. Master's degree preferred.
- A minimum of eight to ten years progressively responsible administrative or management experience, with five years in public management desired.
- Desired qualifications include successful completion of the PHADA/Rutgers Executive Director Education Program or equivalent within two years.
- Computer proficiency in Windows operating system and MS Office software including Word and Excel. Able to operate Internet applications and email, as well as external vendors' and proprietary software programs.
- Possession of valid driver's license.



Albany is the capital of New York and the seat and largest city of Albany County. Albany is located on the west bank of the Hudson River approximately 10 miles south of its confluence with the Mohawk River and approximately 135 miles north of New York City.

Albany is known for its rich history, commerce, culture, architecture, and institutions of higher education. Albany constitutes the economic and cultural core of the Capital District of New York State, which comprises the Albany–Schenectady–Troy, NY Metropolitan Statistical Area, including the nearby cities and suburbs of Troy, Schenectady, and Saratoga Springs. With a 2013 Census-estimated population of 1.1 million the Capital District is the third-most populous metropolitan region in the state. As of the 2010 census, the population of Albany was 97,856.

The area that later became Albany was settled by Dutch colonists who, in 1614, built Fort Nassau for fur trading and, in 1624, built Fort Orange. In 1664, the English took over the Dutch settlements, renaming the city as Albany, in honor of the then Duke of Albany, the future James II of England and James VII of Scotland. The city was officially chartered in 1686 under English rule. It became the capital of New York in 1797 following formation of the United States. Albany is one of the oldest surviving settlements of the original British thirteen colonies and is the longest continuously chartered city in the United States.

Parks and recreation

Albany has more than 60 public parks and recreation areas. Washington Park was organized as the Middle Public Square in 1806. Its current location has been public property since the Dongan Charter of 1686 gave the city title to all property not privately owned. Washington Park was designed by John Bogart and John Cuyler in 1870 and opened for public use the following year. The original lake house, designed by Frederick W. Brown, was added in 1876. The park had previously been used as a cemetery; its graves were moved to Albany Rural Cemetery. Washington Park is a popular place to exercise and play sports; skate during the winter; people-watch during Tulip Fest; and attend plays at the amphitheater during the summer.



Other parks in Albany include Lincoln Park, Buckingham Park, the Corning Preserve, and the Pine Bush. Lincoln Park, southwest of the Empire State Plaza, was organized in 1886 and was originally known as Beaver Park. Today, the park has a pool that is open during the summer months. Buckingham Lake Park is between Manning Boulevard and Route 85 in the Buckingham Pond neighborhood; it contains a pond with fountains, a footpath, a playground, and picnic tables. The Albany Riverfront Park at the Corning Preserve has an 800-seat amphitheater that hosts events in non-winter months, most notably the Alive at 5 summer concert series. The Preserve's visitors center details the ecology of the Hudson River and the local environment. The park has a bike trail and boat launch and was effectively separated from downtown by Interstate 787 until the opening of the Hudson River Way in 2002.

Other public parks include Westland Hill Park, Hoffman Park, Beverwyck Park, and Liberty Park, today a small circular grassy patch in downtown on Hudson Avenue, which is Albany's oldest park. Ridgefield Park is home to the clay courts of the Albany Tennis Club, one of the oldest tennis clubs in the United States. The municipal golf course, New Course at Albany, was constructed in 1929 as the Albany Municipal Golf Course, later renamed the Capital Hills at Albany, and remodeled in 1991.

Nightlife and entertainment

Albany's geographic situation—roughly equidistant between New York City to the south and Montreal to the north, as well as approximately 4.5 hours east of Buffalo, and 2.5 hours west of Boston—makes it a convenient stop for nationally touring artists and acts. The Palace Theatre and The Egg provide mid-sized forums for music, theater, and spoken word performances, with the Capital Repertory Theatre filling the small-sized niche. The TU Center serves as the city's largest musical venue for nationally and

internationally prominent bands. It also hosts trade shows, sporting events, and other large-scale community gatherings. While some praise the cultural contributions of Albany and the greater Capital District, others suggest the city has a "cultural identity crisis" due to its widespread geography, which requires a car (and driving time) to experience most of what the area has to offer, a necessity not seen in larger and more densely populated metropolitan areas such as New York and Boston.

Festivals

Alive at 5 is a free, weekly concert series held downtown during the summer on Thursdays. The Tulip Festival is set in Washington Park and celebrates the city's Dutch heritage. This traditional Albany event marks the beginning of spring as thousands of tulips bloom in the park in early May. Another large festival in Albany is the Capital Pride Parade and Festival, a major gay pride event held each June, attended by an estimated 30,000 spectators annually from across Upstate New York.



The Price Chopper Fabulous Fourth and Fireworks Festival at the Empire State Plaza celebrates Independence Day with musical performances and the region's largest fireworks display. Freihofer's Run for Women is a 5-kilometer run through the city that draws more than 4,000 participants from across the country; it is an annual event that began in 1978. The Albany Chefs' Food & Wine Festival: Wine & Dine for the Arts is an annual Festival that hosts more than 3500 people over 3 days. The Festival showcases more than 70 Regional Chefs & Restaurants, 250 Global Wines & Spirits, a NYS Craft Beer Pavilion, 4 competitions (The Signature Chef Invitational, Rising Star Chef, Barista Albany and Battle of the Bartenders) and one Grand Gala Reception, Dinner & Auction featuring 10 of Albany's Iconic Chefs. The Albany Chefs' Food & Wine Festival donates all net proceeds to deserving Albany Arts Organizations and is held the Thursday-Saturday preceding Martin Luther King Weekend. Smaller events include the African American Family Day Arts Festival each August at the Empire State Plaza; the Latin Fest, held each August at the Corning Preserve; the Albany Jazz Festival, an annual end-of-summer event held at the Corning Preserve; and Lark Fest, a music and art festival held each fall.



Museums and historic sites

Because of Albany's historical and political significance, the city has numerous museums, historical buildings, and historic districts. Albany is home to the New York State Museum, the New York State Library and the New York State Archives; all three facilities are in the Cultural Education Center at the south end of Empire State Plaza and are free to the public. The USS Slater (DE-766), a decommissioned World War II destroyer escort that was restored in 1998, is a museum ship docked in the Hudson River at Quay Street. It is the only ship of its kind still afloat. The Albany Heritage Area Visitors Center, at the corner of Clinton Avenue and Broadway at Quackenbush Square, hosts a museum, gift shop, and the Henry Hudson Planetarium. In early 2012, the Irish American Heritage Museum opened in downtown Albany. The museum is home to exhibits highlighting the contributions of the Irish people in America.



The Albany Institute of History and Art, on Washington Avenue near the Center Square Neighborhood and State Capitol, is "dedicated to collecting, preserving, interpreting and promoting interest in the history, art, culture of Albany and the Upper Hudson Valley region." The museum's most notable permanent exhibits include an extensive collection of paintings by the Hudson River School and an exhibit on Ancient Egypt featuring the Institute's "Albany Mummies."

Albany is home to 57 listings on the National Register of Historic Places (NRHP) and five National Historic Landmarks. The Ten Broeck Mansion, a 1797 Federal-style mansion (later renovated in the Greek-Revival style) built for Abraham Ten Broeck (mayor of Albany 1779–1783 and 1796–1798) is a historic house museum and the headquarters of the Albany County Historical Association; it was added to the NRHP in 1971. Later known as "Arbor Hill", it gave the current neighborhood its name.

Literature and film

Albany has been the subject, inspiration, or location for many written and cinematic works. Many non-fiction works have been written on the city. One of the city's more notable claims to fame is *Ironweed* (1983), the 1984 Pulitzer Prize-winning book by Albany native William Kennedy. *Ironweed* was the third in a series of books by Kennedy known as the "Albany Cycle". The elusive author Trevanian also grew up in Albany and wrote *The Crazy Ladies of Pearl Street* (2005), about a North Albany neighborhood along Pearl Street. The book is considered a semi-autobiographical memoir.

In 1987, the film version of *Ironweed* premiered at the Palace Theatre. The movie starred Jack Nicholson and Meryl Streep, each of whom were nominated for Academy Awards for their performances; much of the filming was done on location in Albany. Most recently the downtown area was the site of filming for the action-thriller *Salt*, starring Angelina Jolie, and the action-comedy *The Other Guys*, starring Will Ferrell and Mark Wahlberg.

Authors Herman Melville and Henry James lived with their families in Albany when young, before their careers. James identified his character Isabel Archer, the heroine of his novel *The Portrait of a Lady*, as being from Albany. Gregory Maguire, author of *Wicked: The Life and Times of the Wicked Witch of the West* (adapted for the Broadway hit *Wicked*), grew up in North Albany and graduated from SUNY Albany.

Education

Led by Superintendent Kaweeda G.Adams, the City School District of Albany and its more than 1,600 faculty and staff strive to provide an academically challenging, safe and welcoming experience for all students.

The district serves about 9,300 students in 18 schools: 11 elementary schools, four middle schools, an alternative-education program for middle- and high-school students, the Albany International Center serving refugee and immigrant students in grades 6-12, and Albany High School, a comprehensive high school with a career and technical center.

Albany has a prominent history in higher education and was ranked third in a Forbes survey called "The Best Places with the Best Education" in 2005; it ranked top on Forbes' "IQ Campuses" list as part of its 150 Cheap Places to Live series in 2006. The Albany Medical College (private), today part of Albany Medical Center, was founded in 1838. Albany Law School (private) is the oldest law school in New York and the fourth oldest in the country; it was opened in 1851. President William McKinley was an alumnus. The Albany College of Pharmacy and Health Sciences (private) is the second-oldest pharmacy school in New York and the fifteenth oldest in the United States.

The New York State Normal School, one of the oldest teachers' colleges in the United States, opened in 1844; it was later known as the State Teachers College. It eventually evolved into the University at Albany, also known as SUNY Albany (public), which inherited the Normal School's original downtown campus on Western Avenue. The center of the campus moved to its current Uptown Campus in the west end of the city in 1970. SUNY Albany is a unit of the State University of New York and one of only four university centers in the system. Other colleges and universities in Albany include Empire State College, The College of Saint Rose, Excelsior College, Maria College, Mildred Elley, and Sage College of Albany. Nearby Hudson Valley Community College (HVCC) fills the community college niche in the Albany-Troy area.