



Executive Director Daytona Beach, FL



Gans, Gans & Associates

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Daytona Beach Housing Authority (HACDB) provides housing assistance to over 5,000 children, adults and seniors through its Affordable (Public) Housing Program, Assisted (Section 8) Housing Choice Voucher Program, LIHTC / Mixed-Income Housing Program, Market Rate Inventory, and Homeownership Program. HACDB's Affordable Housing Programs include (7) Public Housing Communities with a total of 779 units, Housing Choice Voucher Program has a total of 1,119 vouchers, LIHTC / Mixed-Income Housing Program include (5) communities within this Portfolio with a total of 246 units, Market Rate Inventory has a total of 13 units, and Veterans Affairs Supportive Housing (VASH) has a total of 218 vouchers.

The Housing Authority of the City of Daytona Beach's mission is to improve the quality of life for its residents by providing, affordable, decent, safe, sanitary housing in good repair to the citizens of Volusia County. HACDB seeks to create safe neighborhoods by partnering with individuals and organizations to provide affordable housing, education, and employment opportunities for families of modest means to become self-sufficient and improve their quality of life.

Position Summary

Reporting to the Board of Commissioners the Executive Director is responsible for planning, organizing, directing and coordinating all phases of the housing authority's programs including, but not limited to, Maintenance, Resident Selection, Occupancy, Management and Resident Relations, Resident Services and Administrative Services. This position requires excellent leadership ability, excellent communication skills, effective decision making, strategic thinking, and the ability to effect change and provide direction in program planning, development, and implementation.

Major Duties and Responsibilities

- Serve as the principal advisor to the Board of Commissioners on all matters of management, making recommendations on improving methods and procedures and analyzing records and reports by staff to determine the effectiveness of the overall operations.
- Required to make decisions involving policy interpretation and exercise independent judgment within the framework of established policy and existing laws governing housing authorities.
- Responsible for all employment decisions, i.e. hiring, terminations, discipline, compensation, etc., and overall supervision exercised over all subordinate professional, administrative, and technical staff.
- Oversees affordable housing development and asset management initiatives of the Authority; and identifies potential new initiatives and partnerships to build a better community and generate revenue for the purpose of enhancing the original vision, mission and goals of the Authority.
- Serve as the primary interface with the U.S. Department of Housing and Urban Development, with appropriate reporting to the Board of Commissioners. Also serve as the primary interface with local, state, and federal officials, with appropriate reporting to the Board of Commissioners.
- Represent the organization before government officials, political agencies, community groups, public housing residents, businesses, news media, the general public, employees, and others.
- May be required to provide certain administrative duties for some or all of the instrumentalities and/or affiliates created by the HACDB, in various corporate configurations or structures to facilitate and/or further the goals and mission of the HACDB.
- The Executive Director shall be reviewed by the Board of Commissioners for program effectiveness and attainment of goals through conferences, reports, and recommendations.

Knowledge, Skills and Abilities

- Considerable knowledge of the principle, practices, methods, systems and procedures of accounting, fiscal management, personnel practices, purchasing, maintenance of buildings, contracts and general management as it applies to public housing.
- Considerable knowledge of city, county, state and federal laws, rules and regulations of Public Housing administration.
- The ability to plan, organize, coordinate, and supervise the employees in the various positions in the management and operation of a local Housing Authority.
- The ability to establish and maintain effective working relations with associates, subordinates, tenants, housing officials and the general public.

Behavioral Competencies

To perform the job successfully, an individual should demonstrate the following behavioral competencies:

Leadership

- Provides direction by clearly and effectively setting course of action for department and subordinates; and manages performance by providing regular feedback and reinforcement to subordinates.

Commitment

- Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service

- Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication

- Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively.

Responsiveness and Accountability

- Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.

Qualifications

Job Competencies

- Ability to interpret and comply with federal, state and local regulations applicable to public housing authorities.
- Hands-on management experience with low income housing development in distressed urban environments and with non-profit housing developers.
- Knowledge of public housing programs, HCVP programs and extensive experience with HUD regulations, policies and procedures.
- Proven ability to ensure high levels of productivity and performance in the area of program administration.
- Proven ability to deliver quality customer service to constituents and ability to maintain positive community contacts with the public and private sectors.
- Firm knowledge base of social service programs in the areas of self-sufficiency and home ownership, and expertise with housing authority financial management and procurement regulations.
- Familiarity with current program eligibility practices.
- Administrative expertise in the areas of human resources management, budgets and finance.
- Strong nonprofit experience.

Education/Experience

Education

- Bachelor's degree from an accredited college or university. A graduate degree is highly desirable.

Experience

- A minimum of five years of management experience in public housing, HCV program, tax credit housing, assisted apartment management, and/or local government housing work (e.g., code enforcement, planning, community development).
- Real estate development experience and subsidized affordable housing experience is required.
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

How to Apply

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

Kimberly Sallie

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Phone: (813) 986-4441 ext. 7111

Fax: (813) 986-4775

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

DAYTONA BEACH, FL

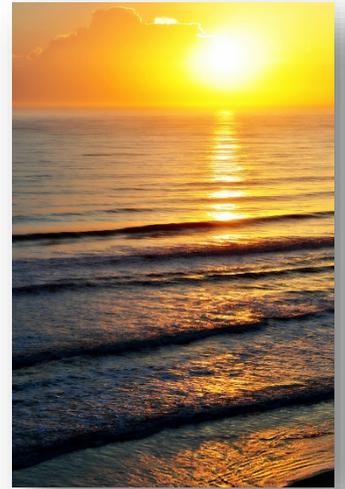


Daytona Beach is a city in Volusia County, Florida. It lies about 51 miles northeast of Orlando, 86 miles southeast of Jacksonville, and 242 miles northwest of Miami.

Set against balmy breezes and anchored by 23 miles of clean, hard-packed white sand, Daytona Beach is known as the World's Most Famous Beach. Located on the east coast of Central Florida, Daytona Beach is internationally known for its racing roots, hosting some of the largest motorsports events in the world including the Daytona 500, as known as the "Great American Race."

Community

Tourists and residents alike treasure a cheery brand of southern hospitality. The nearly 500,000 residents in the Daytona Beach metro area and 8 million visitors enjoy moderate weather, quality educational choices, exceptional recreational activities, an active arts community and, of course, one of the most beautiful, family-friendly beaches in Florida.



Weather

The climate in Daytona Beach is also ideal. The area enjoys mild, year-round temperatures which range from an average of 59.3F in the winter to an average temperature of 78.5F in the summer.

Culture

The Museum of Arts and Sciences is the primary cultural facility for Daytona Beach and Volusia County. Other museums located in the city include the Southeast Museum of Photography and the Halifax Historical Museum. The Museum of Arts and Sciences is actually a collection of museums and galleries and includes the Klancke Environmental Complex, the Cuban Museum, Root Family Museum featuring one of the largest Coca-Cola collections in the world, the Dow American Gallery and the Bouchelle Center for Decorative Arts which together form what is probably one of the finest collections of furniture and decorative arts in the Southeast. There are also changing exhibitions and a children's science center opened in 2008. Since 1952, the non-profit Daytona Beach Symphony Society has sponsored performances by U.S. and international orchestras, opera and dance companies each season at the Peabody Auditorium.

Sports

Motorsports

Daytona Beach is home to the headquarters of NASCAR, IMSA, and International Speedway Corporation, in Florida. The Daytona International Speedway hosts the annual 24 Hours of Daytona (Rolex 24 At Daytona) and Daytona 500 races, among other events.

Baseball

In addition to motorsports, Daytona is also the home of the Daytona Tortugas, a minor league baseball team of the Florida State League who play at Jackie Robinson Ballpark; it was established in 1993 and currently has 6 championships.

Golf

There are a number of golf courses in Daytona Beach.

- Daytona Beach Golf Course: Two courses, North and South Courses designed in 1922.
- LPGA International: The golf club offers two 18-hole courses, Hills and Jones (originally Legends and Champions).

Volusia County School District

Volusia County, is a rapidly growing, progressive area. Sixteen municipalities make up the county, with Daytona Beach, DeLand, Deltona, Ormond Beach and Port Orange as the largest metropolitan areas.



Volusia's public school system is equally rich in what it offers. With over 63,000 students and approximately 7,300 employees, the system is the state's thirteenth largest school district and one of the largest employers in the county. More than half of the district's employees are skilled teachers, all of whom are state-certified. Approximately 42 percent of instructional staff hold master's degrees, educational specialist degrees or doctoral degrees.

People who live and work in Volusia County have a multitude of educational and cultural experiences and opportunities to explore. Families and individuals of all interests, backgrounds and abilities have access to an array of enriching learning opportunities.

Higher Education

The city has also been attractive to college students searching for their perfect education. There are five institutions of higher learning in the city:

- Bethune-Cookman University
- Daytona State College
- Embry-Riddle Aeronautical University
- Keiser College
- University of Central Florida satellite campus