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Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

www.gansgans.com



Housing Authority of New Orleans

The history of public housing in New Orleans is complex, marked by economic and social challenges while providing much-needed housing and a sense of community for this city's poverty-stricken. With the passage of the U.S. Housing Act of 1937, the federal government began funding the construction and operations of housing for low-income households. The first Public Housing development was constructed shortly thereafter, in the 1940's, in a manner similar to the government-funded communities of that era. Notably, they were built as low-rise red brick structures in superblock configurations. While attractive in its day, by the 1970s, public housing in New Orleans had deteriorated to the point where units were no longer habitable under basic living standards.

In the early 1990s, HUD introduced the HOPE VI grant program that funded the redevelopment of distressed public housing sites into traditionally designed neighborhoods for a variety of income groups. This model encouraged higher quality construction, and the design of street patterns that would integrate the site into the fabric of the surrounding neighborhood. HANO and other housing authorities across the country contracted private developers and property managers to enhance the long-term viability of these new communities. Since the late 1990s, HANO has redeveloped several of its public housing sites under this model.

Much of HANO's housing stock was destroyed in 2005 as a result of Hurricane Katrina. After assessing the damage, HANO undertook a massive redevelopment program to replace and modernize its housing communities. With cost estimates exceeding \$1 billion to merely renovate the 1940's-era buildings, HUD authorized funding for the total demolition and recreation of the four main public housing sites - Lafitte, St. Bernard, B.W. Cooper and C.J. Peete (known as "the Big Four")- along with the continuation of previously started redevelopment activities at Desire, Fischer, St. Thomas and Guste. Four companies have signed on to redevelop the Big Four. Columbia Residential is redeveloping the St. Bernard, Providence Enterprise is redeveloping Lafitte, while KBK Enterprises and Central City are the developers for B.W. Cooper and C.J. Peete respectively.

HANO's overall portfolio is comprised of nine large-scale housing communities as well as scattered site properties dispersed throughout the city. HANO's communities include Abundance Square and Treasure Village [formerly Desire], Florida, River Garden [formerly St. Thomas], Fischer, Harmony Oaks [formerly C.J. Peete], B.W. Cooper, Guste Homes, Columbia Parc [formerly St. Bernard], Iberville, and Faubourg Lafitte.

The Housing Choice Voucher Program (HCVP), that provides Section 8 vouchers to eligible families, currently administers more than 17,000 vouchers, and oversees 2,987 tenant-protection vouchers issued to families affected by the demolition of the Big Four.

Position Summary

The Executive Director will be responsible for leading, cultivating and facilitating the agency's vision, mission, and strategic goals, providing leadership to best meet the needs of the entire community; and growing the participation in, and effectiveness of the community, residents, and families. The Executive Director is responsible for the initiation, planning and implementation of the outreach activities necessary to build community, resident, and family networks and develop the functional relationship with major internal and external residents, clients, and customers of HANO affordable housing services. Additionally, the Executive Director is responsible for the overall leadership and management for HANO agency staff.

The Executive Director is a leader, visionary, advocate and spokesperson holding overall responsibility for the success and long-term sustainability of the agency and shall be responsible for designing, developing, and implementing local and national outreach programs that cultivate functional relationships with major companies, associations, non-profit organizations, and universities across the United States to facilitate public information and preparedness in support of the agency's vision.

Essential Duties and Responsibilities

- Responsible for supervising and overseeing all operations and programs, current and future, of the housing authority and for the duties the Board of Commissioners may prescribe.
- Ensures that HANO files all necessary reports and other documents required by Federal laws and Federal regulations, any and all other HUD documents and or reports and other documents governing public housing authorities and the HCV and public housing programs.
- Administers HANO's fiscal and business operations in compliance with the Louisiana Housing Authorities Law, and all other applicable laws of the State of Louisiana, and all applicable Federal laws, to include, but not limited to, the U.S. Housing Act of 1937, as amended.
- Ensures that the appropriate staffing needs are met for the agency, ensuring that HANO staff and employees consist of professional, technical, administrative, and clerical personnel necessary to carry out the purposes and objectives of the housing authority providing services to families, children, and residents in need of them based on HUD regulations.

- Responsible for supervising all HANO personnel, and all personnel operations and processes required by applicable State and Federal laws. Supervision includes authority for hiring, disciplinary actions, training, terminations and other personnel matters. Ensures that all HANO staff completes performance evaluations annually as provided by HANO policy.
- Ensures the appropriate procurement of required equipment, supplies, materials, services, privileges, works, and labor required to operate a public housing authority consistent with HANO's Procurement Policy and in accordance with limitations and requirements set forth in State and or Federal laws, Federal regulations, and HUD documents governing the purchase of materials and or contracts for services.
- Responsible for the collection and distribution of all funds received by HANO, subject to the oversight of HANO's Board of Commissioners. Prepares and provides a written monthly financial report on all funds expended during each month to the Board of Commissioners.
- Responsible for maintaining regular books of accounts reflecting all recipients and expenditures of HANO funds, and preparing and timely submitting all audits of HANO's, and affiliates and or subsidiaries of HANO, financial conditions as required by State or Federal laws or regulations.
- Responsible for the supervision and oversight of the process for the selection and annual review of families participating in HANO's HCV and or public housing program, consistent with applicable Federal program requirements, and the policies and processes set forth in HANO's Administrative Plan, Admissions and Continued Occupancy Program.
- Responsible for the selection of consultants, to include, the retention of any financial and or legal professionals, said written recommendations to be consistent with and in accordance with any applicable Federal and or State requirements and or procurement policies.
- Responsible for preparing HANO's annual budgets, and or budget revisions, for review by the Board of Commissioners.
- Responsible for revising, and or for supervising revisions of the Annual Plan, Administrative Plan, and Admissions and Continued Occupancy Policy in draft form for review, discussion and approval by the Board of Commissioners.
- Responsible for ensuring that HANO's Administrative Plan, Admissions and Continued Occupancy Policy are consistent with applicable HUD regulations, and is revised when required by changes in Federal policy governing the HCV and public housing programs, and that residents, clients, and customers of HANO are duly notified and education on those changes in regulations in a timely manner.
- Responsible for working proactively with PHA residents, community and Resident Board leaders, and other community, stakeholders to recommend implementation of new programs to promote self-sufficiency and attract quality participants to the program; and work to explore new rental markets in neighborhoods throughout Orleans Parish.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

- *Problem Solving:* Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.
- *Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- *Interpersonal Skills:* Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.
- *Teamwork:* Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.
- *Professionalism:* Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Possesses experience in Affordable and/or Public Housing management.
- Possesses extensive knowledge and experience with real estate redevelopment transactions.
- Ability to oversee the reorganization of the agency.
- Possess the ability to lead staff in the development and implementation of short- and long-range plans and policies and other activities.
- Financial management of the agency, including the development and implementation of the annual budget.
- Assists key stakeholders and Board of Directors in setting goals for, and conducts annual negotiations with HUD.

- Ability to act as the liaison with other public organizations.
- Ability to provide information, advice, and counsel to the key stakeholders and the Board of Directors in the creation of policies, programs, and strategic direction of the agency.
- Ability to support all activities associated with the agency, including staffing for all Board meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Oversees the administration of overall operation of the agency, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives.
- Ability to establish the agency's vision, mission, and annual goals and objectives.
- Develops a strategic plan for each year for community development, seeking community input and engaging their support, and identifying and responding to opportunities and challenges.
- Represents the agency publicly and works constructively with the community to foster activities, encourage community involvement, and develop best practices.
- Identifies potential (international and national) new initiatives and partnerships to build the community and generate revenue for the purpose of enhancing the original vision, mission and goals of the agency.

Education and/or Experience

- Ten, (10) years professional program management work experience, including five (5) years senior level management experience in large scale public housing, affordable housing, and / or real estate redevelopment, environment.
- A Master's Degree from an accredited four-year college or university in public administration, social science or other related program such as urban planning, community development, finance or business administration.
- Specific technical training and certifications is preferred.

Skills

- Possess exceptional influential, collaboration, interpersonal, and conflict management skills.
- Excellent oral, written, and organizational skills is essential.
- Entrepreneurial minded, innovative, excellent follow through, able to multi-task, be flexible, maintain confidentiality, function with ethics and integrity; and have efficient use of personal computer and other office equipment.
- Above average abilities using computer software such as MS Word, Excel, Outlook, etc. and should be capable of using internet resources for research and developing advanced reports.
- Ability to learn other computer software programs as required by assigned tasks.

How to Apply

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

Ernest Barefield

Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565

Phone: (813) 986-4441 ext. 7127/Fax: (813) 986-4775

E-mail: ernest@gansgans.com

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

New Orleans is a cosmopolitan city with a rich cultural diversity. The name, New Orleans, comes from French explorers Iberville and Bienville who named the city Nouvelle Orleans, after the Duke of Orleans. New Orleans, nicknamed "The Crescent City," is located on the coastal plain of the United States that incorporates the Mississippi Delta in the southeast corner of the state of Louisiana. Marshes, bayous, and lakes surround it. One of the largest inland salt-water lakes, called Lake Pontchartrain, borders New Orleans to the north. It boasts a 24-mile span bridge, the Causeway, which links New Orleans to the popular north shore communities of Mandeville, Covington, and Madisonville.



Entertainment and Performing Arts

New Orleans has many major attractions, from the world-renowned French Quarter and Bourbon Street's notorious nightlife to St. Charles Avenue (home of Tulane and Loyola Universities, the historic Pontchartrain Hotel, and many 19th century mansions), to Magazine Street, with its many boutique stores and antique shops.



The French Quarter (known locally as "the Quarter" or Vieux Carré), which dates from the French and Spanish eras contains many popular hotels, bars, and nightclubs. Notable tourist attractions in the Quarter include Bourbon Street, Jackson Square, St. Louis Cathedral, the French Market and Preservation Hall. To tour the port, one can ride the *Natchez*, an authentic steamboat with a calliope, which cruises the Mississippi the length of the city twice daily.

Also located in the French Quarter is the old New Orleans Mint, a former branch of the United States Mint, which now operates as a museum, and The Historic New Orleans Collection, a museum and research center housing art and artifacts relating to the history of New Orleans and the Gulf South. The National World War II Museum, opened in the Warehouse District in 2000 as the "National D-Day Museum", is dedicated to providing information and materials related to the Invasion of Normandy. Nearby, Confederate Memorial Hall, the oldest continually operating museum in Louisiana (although under renovation since Katrina), contains the second-largest collection of Confederate memorabilia in the world. Art museums in the city include the Contemporary Arts Center, the New Orleans Museum of Art (NOMA) in City Park, and the Ogden Museum of Southern Art.

New Orleans also boasts a decidedly natural side. It is home to the Audubon Nature Institute (which consists of Audubon Park, the Audubon Zoo, the Aquarium of the Americas, and the Audubon Insectarium), as well as gardens that include Longue Vue House and Gardens and the New Orleans Botanical Garden. City Park, one of the country's most expansive and visited urban parks, has one of the largest (if not *the* largest) stands of oak trees in the world.

The New Orleans area is home to numerous celebrations, the most popular of which is Carnival, often referred to as Mardi Gras. The largest of the city's many music festivals is the New Orleans Jazz & Heritage Festival. Commonly referred to simply as "Jazz Fest", it is one of the largest music festivals in the nation, featuring crowds of people from all over the world, coming to experience music, food, arts, and crafts.



Food

New Orleans is world-famous for its food. The indigenous cuisine is distinctive and influential. From centuries of amalgamation of the local Creole, haute Creole, and New Orleans French cuisines, New Orleans food has developed. Local ingredients, French, Spanish, Italian, African, Native American, Cajun, and a hint of Cuban traditions combine to produce a truly unique and easily recognizable Louisiana flavor.

Neighborhoods

New Orleans neighborhoods are where the culture and creativity of the Crescent City come to life. From the historic French Quarter to the elegant Garden District to the music-filled Marigny- there is great food, music and more to be found all across the city.

