

# Statesboro Housing Authority

Executive Director  
Statesboro, GA



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

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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.

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## Statesboro Housing Authority

The City of Statesboro Housing Authority (SHA) was created by a City of Statesboro in 1953 and it was incorporated in the State of Georgia

Over the past decades, the Statesboro Housing Authority has maintained a PHAS Score as a Small PHA Deregulation agency of 95/100 score and currently operates on solid financial footing. The Board of Commissioners is seeking a leader who can continue this track record while expanding the reach of the authority—through partnerships or self-development to provide more affordable housing opportunities throughout the City.

The Statesboro Housing Authority Board of Commissioners are searching for a dynamic leader to serve as executive director for the organization. The Board seeks an Executive Director with a demonstrated passion for providing affordable housing combined with experience in finance, management, HUD policy and real estate development.

## Position Summary

Under the administrative direction of the Statesboro Housing Authority Board of Commissioners, serves as the Secretary of the Board of Commissioners and Executive Director for the Statesboro Housing Authority. Work involves overseeing the operational financial management of the Authority; directing the operations and programs of the Authority and for the development of new programs and activities and Property Management in accordance with HUD Regulations and Statesboro Housing Authority policy; directing the authority staff assignments; Oversees financial statements, and reviews and approves applications for funding; and meeting established program goals of the Board of Commissioners of the Statesboro Housing Authority.

This is highly responsible administrative and technical management work which carries out the functions and activities necessary for the effective and efficient operation of the Authority. The incumbent provides overall leadership and guidance to professionals engaged in carrying out the daily operations of the Authority which include planning, organizing, and directing a comprehensive program of public housing administration, and affordable housing preservation and development. The Executive Director oversees community social, cultural, and individual enrichment programs for residents; oversees administration of grants and related federal assistance programs; plans, develops, and implements objectives, policies, and procedures in accordance with board directives. The Executive Director oversees budget development and presents the organizational budget to the Board for final approval.

Independent judgment and decision making is required. All work performed within the general policies established by the Housing Authority Board of Commissioners and regulatory framework established by the U.S. Department of Housing and Urban Development (HUD). Work is subject to review and audit by both parties.

## Essential Functions

- Interprets, administers, and monitors the policies established by the Board of Commissioners in addition to all federal, state, and local housing regulations.
- Directs all management personnel in the pursuit of the agency's goals and objectives.
- Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination, and salary increases.
- Hires, assigns, supervises, and evaluates staff members.
- Provides leadership for all employees of the agency.
- Oversees HUD required documentation, reports, and other support communications.
- Oversees the development and presentation of annual operating budgets for the Housing Authority in accordance with operational needs, strategies, and objectives; provides primary oversight and representation for the consideration and approval of final agency operating budgets and financial proposals through HUD and other pertinent governmental agencies.
- Prepares applications with supporting documents for new programs, as directed by the Board of Commissioners.
- Approves all departmental expenditures.
- Communicates with program participants, such as landlords and residents, as required.
- Establishes and maintains effective liaisons and working relationships with lenders, investors, contractors, architects and other suppliers of services to the Housing Authority.
- Performs and supervises administrative tasks and responsibilities related to the preparation and presentation of all reports and recommendations to the Board of Commissioners.
- Participates in the meetings of the Board of Commissioners to give technical counsel, report on operations, discuss problems, make recommendations, and seek direction.

- Participates in resident meetings, community meetings, City of Statesboro meetings, Statesboro HA meetings, etc., as appropriate, to effect communications between these groups and the Statesboro HA regarding housing problems and/or issues.
- Promotes public relations through various means such as presentations to interested agencies, groups, and organizations. Represents the Statesboro HA in the community, with HUD, and other groups and agencies and stays abreast of developments and trends in public and affordable housing issues.
- Directs the work in analyzing the Statesboro HA's budgetary needs, financial feasibility studies, and investment of funds.
- Conducts strategic planning including the formation of long and short-term goals and plans for the Statesboro HA by directing the establishment and maintenance of the Five-Year Plan.
- Directs the coordination and implementation of all programs to assure the provision of safe, decent, and sanitary housing.
- Develops affordable housing opportunities for residents in the community and other special projects as related to Statesboro HA needs.
- Implements and interprets Federal regulations affecting the WPHA's housing programs. Monitors operations by reviewing records and reports and assuring Public Housing Assessment System (PHAS) and other reports are submitted to HUD in a timely manner with accurate and acceptable scores.
- Conducts informal hearings for residents and applicants and resolves problems that are not resolved at a lower level.
- Serves as Contracting Officer for the Statesboro Housing Authority which includes overseeing contracts according to the procurement policy, assuring provisions of contracts and agreements are followed and authorizes payments.
- Inspects and supervises all modernization programs.
- Performs other related duties as assigned.

## Minimum Qualifications

### Knowledge, Skills and Abilities

- Knowledge of HUD, other federal, state, and local policies, procedures, laws and regulations related to the operation of a public housing authority.
- Knowledge of real estate, housing rehabilitation, and landlord/tenant laws.
- Working knowledge of fiscal management.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise sound independent judgment and make decisions on own initiative.
- Ability to work with community resources to enhance supportive services to residents.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to establish priorities and deadlines to assure efficiency that meets expectations.

### Education

- Bachelor's degree or higher in business or public administration or related field.

### Experience

- Minimum 5 years management experience in public housing or similar organization.
- Experience working with elected officials, public and private funding agencies.
- Experience working with various cultural and economic backgrounds.
- Independent judgment.
- Excellent verbal and written skills.

### Additional

- Must be a certified Public Housing Manager or certifiable within one year of employment.
- Obtain and maintain a Georgia driver's license.
- Must be bondable.
- Salary commiserates with experience.



Statesboro is the largest city and county seat of Bulloch County, Georgia, United States, located in the south-eastern part of the state. As of 2018, the Statesboro Micropolitan Statistical Area, which consists of Bulloch County, had an estimated population of 74,722.

According to the 2010 Census, the city itself had a population of 28,422. The city had an estimated 2019, population of 32,954. In 2017, Statesboro was selected in the top 3 of the national America's Best Communities competition and was named one of nine Georgia "live, work, play" cities by the Georgia Municipal Association.

The culture of Statesboro reflects a blend of both its southern heritage and college town identity. The city has developed a unique culture, common in many college towns, that coexists with the university students in creating an art scene, music scene and intellectual environment. Statesboro is home to numerous restaurants, bars, live music venues, bookstores and coffee shops that cater to its creative college town climate.

Statesboro's downtown was named one of eight "Renaissance Cities" by Georgia Trend magazine. The downtown area is currently undergoing a revitalization. The Old Bank of Statesboro and Georgia Theater have been adapted with renovation for the David H. Averitt Center for the Arts. It houses the Emma Kelly Theater, named after the local singer, known as the "Lady of 6,000 Songs". The center also contains art studios, conference rooms and an exhibition area. Downtown Statesboro has been featured in several motion pictures including *Now and Then* (1995) as well as *1969*. Georgia Southern offers a variety of cultural options available both for the university and the wider community: the Georgia Southern Symphony, the Georgia Southern Planetarium, Georgia Southern Museum, and the Botanical Gardens at Bland Cottage. Touring groups appear at the Performing Arts Center, and also featured are shows put on by Georgia Southern students and faculty.

Mill Creek Regional Park is a large outdoor recreational facility with athletic fields and a water park, Splash in the Boro.



Statesboro is home to three institutions of higher learning: Georgia Southern University, East Georgia State College (satellite campus) and Ogeechee Technical College. For K-12 education, it is the home to one high school (Statesboro High), two middle schools (Langston Chapel Middle and William James Middle) and five elementary schools (Julia P. Bryant, Sallie Zetterower, Mattie Lively, Langston Chapel, and Mill Creek). Statesboro is also home to three private schools (Bulloch Academy, Trinity Christian, and Bible Baptist Christian) and one charter school (Statesboro STEAM – College, Careers, Arts, & Technology Academy).

The City of Statesboro is a leader in health care in southeast Georgia. East Georgia Regional Medical Center located within the city limits employs more than 750 employees and 75 physicians representing a wide range of specialties. East Georgia is a \$60 million dollar hospital with approximately 150-beds and a Women's Pavilion. The hospital is accredited by the Joint Commission on Accreditation of Healthcare Organizations, a distinction that is awarded only to those healthcare facilities that maintain the highest standards of quality.

Statesboro is home to multiple manufacturing & warehouse facilities: Briggs & Stratton, GAF, Great Dane, ThermoKing, Viracon, WL Plastics, and Wal-Mart Distribution Center (the chain's largest in the world). Statesboro's downtown was named one of eight "Renaissance Cities" by Georgia Trend magazine. The economy of Statesboro consists of a diverse blend of education, manufacturing, and agribusiness sectors. Statesboro serves as a regional economic hub and has more than one billion dollars in annual retail sales.