



GULLMAN
HOUSING AUTHORITY

Executive Director
Cullman, AL



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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Cullman Housing Authority

Cullman Housing Authority's mission is to provide quality, affordable housing and to partner with residents to build strong communities. They believe a home is more than bricks and mortar – it's the foundation for stability, opportunity, and hope. CHA unites housing, people, and services to empower their residents and revitalize their neighborhoods. They work every day to ensure that every person – regardless of income, age, or ability – has a safe place to call home and a chance to thrive.

Founded in 1949, CHA has served the City of Cullman and Cullman County for over seven decades. They were chartered as a public agency to administer federal housing programs locally, yet they are not a city or county department. Instead, they operate independently under a Board of Commissioners appointed by the Mayor of Cullman. This structure allows them to focus on housing needs with dedicated oversight and without burdening local taxpayers.

Over the years, Cullman Housing Authority has grown and adapted to meet the community's needs. They currently own and manage 326 public housing units across several developments in Cullman. These range from single-family houses to apartment communities for families and seniors. They maintain their properties to high standards and continuously invest in improvements – as evidenced by over \$12.5 million in capital improvements made in recent years to modernize and upgrade their housing stock.

The Authority also administers a Family Self-Sufficiency (FSS) Program and is pursuing the development of Project-Based Voucher (PBV) housing through partnerships with private developers.

The Board of Commissioners is also interested in exploring long-term repositioning strategies to ensure the sustainability and preservation of the Authority's housing portfolio. The Authority is currently utilizing Capital Fund resources to support modernization and rehabilitation improvements at one of its larger public housing sites.

In addition to public housing, CHA administers the Housing Choice Voucher (HCV) Program (Section 8) for Cullman County. This program expands affordable housing choice and currently helps hundreds of local households live in quality homes in the private market.

Position Summary

The Executive Director is the most highly responsible administrative and professional position having responsibility for the planning, organizing, coordinating, and directing all programs of the PHA. The Executive Director is responsible for directing the comprehensive programs such as low rent public housing programs, finance and budget administration programs, maintenance of facilities programs, and all new programs authorized by the United States Department of Housing and Urban Development (HUD) and the Board of Commissioners. The Executive Director also serves as secretary- treasurer and contracting officer for the PHA and provides information to the Board of Commissioners. Performance of the duties requires executive management skills and extensive knowledge of laws, rules, regulations, policies, and procedures governing public housing. Administrative and professional work is performed through the supervision of subordinate department heads. Work is performed under the broad direction of the Board of Commissioners with extensive latitude for independent actions and judgment. Direct supervision is exercised over all employees of the agency. The Executive Director must exercise initiative, tact, and considerable public relations skills. Work is reviewed through conferences, reports, and evaluation of the success of program objectives.

Essential Duties and Responsibilities

- Executes all resolutions, policies and orders of the Board of Commissioners and meets the requirements of the Department of Housing and Urban Development; prepares and signs contracts, agreements, and other legal documents; maintains official files and records.
- Maintains contact with all the Commissioners, keeping them abreast of current situations and consulting with them on matters of policy, schedules meetings, prepares agendas, provides data and study materials, attends meetings, and explains recommendations and answers technical questions for the Board.
- Selects, trains, and directly supervises department heads and an administrative assistant; exercises indirect supervision over all staff members.
- Stays informed of the latest public housing programs through careful study of HUD regulations, laws, ordinances, and publications related to public housing matters; research new programs and sources of funding; maintains contact with other Executive Directors and consultants in the industry.
- Maintains close contact with representatives of local, state, and federal agencies, maintains contact with various HUD officials in the regional office.

- Works closely with others in the community to form non-profit housing organizations. Provides technical assistance in managing low rent housing for these organizations.
- Directly or indirectly handles all grievances involving residents or employees.
- Supervises the maintenance of all personnel files and records; approves personnel actions; has responsibility for hiring and disciplining personnel as required; directs the preparation of employee classification, pay and benefit plans; maintains comparability with local public practices on compensation rates and fringe benefits.
- Directs and coordinates the activities of all housing and redevelopment programs; has ultimate responsibility for all federal programs.
- Performs duties of the Secretary/Treasurer of the Board of Commissioners; authorizes expenditures, signs checks, maintains budget controls, reviews financial reports, maintains official records and accounts; serves as custodian of all funds and properties.
- Directs the preparation of annual budgets and budget revisions and submit to Board of Commissioners for their approval; directs the preparation and maintenance of all financial records.
- Maintains a positive public relations profile by participating in various advisory committees and participating in professional organizations, attending public and community meetings as the agency's representative, and by preparing news releases as required.
- Consults with individuals, groups, or agencies to sponsor legislation beneficial to the agencies interest and to develop health, education, welfare, and recreational programs for residents through community organizations and within the financial limitations.
- Confers with residents regarding unusual or aggravated problems and takes corrective actions.
- Consults with Authority's Legal Counsel on new resolutions of the Board, court litigations, contracts, agreements, or other legal matters; does research and represents the agency in court.
- Reviews and tentatively approves annual budgets and budget revisions and submits to the Board of Commissioners and HUD for approval.
- Research new programs and sources of housing assistance funds and evaluates and makes recommendations to the Board on applications of private developers for issuance of tax-exempt bonds for financing low-income housing.
- Directs all site maintenance and provides broad guidance in all phases of project renovation and modernization work.
- Supervises and participates in the handling of bids, the advertisement and evaluation of bids received; makes recommendations to the Board concerning the awarding of contracts; directs all purchasing activities of the agency.
- Responsible for maintaining all contracts, agreements, documents, and records, making certain that all phases of all programs are implemented on schedule.
- Prepares official correspondences; acts on Board policy matters and complex or controversial matters.
- Supervises bond-financing payment of federal annual contributions.
- Supervises collection of all fees and payments due to the agency.
- Maintains public relations and governmental relations.
- Performs related duties as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles, methods and practices of administration, fiscal and organizational management.
- Demonstrates knowledge and experience of Asset Based Management practices and principles as currently practiced by HUD.
- Thorough knowledge of information technology system and Scott Accounting software systems.
- Thorough knowledge of all HUD online systems and related applications for required reporting.
- Thorough knowledge, planning, and administration of the HUD Capital Fund Program.
- Through knowledge of the purposes, policies, and regulations of the agency as established by the Board of Commissioners and as set forth by HUD regulations.
- Thorough knowledge of real estate management and the tenant landlord law.
- Thorough knowledge of the federal laws, state laws and city ordinances governing public and other subsidized housing programs including health and fire regulations, landlord/resident relationships, leasing of property and evictions.
- Considerable knowledge of laws and regulations governing bonded indebtedness, handling of bids and preparation and execution of contracts and agreements.
- Considerable knowledge of the organization and programs of community agencies and groups that can assist the agency in meeting the needs of the residents.
- Knowledge of the principles and procedures of buildings and grounds maintenance.
- Ability to plan, organize and supervise the agencies operation.
- Ability to understand, act on and interpret policies, regulations and procedures as set forth by the Board and/or HUD regulations.

- Ability to compile and analyze comprehensive factual and financial reports and data.
- Ability to deal tactfully and effectively with the general public, civic and community organizations.
- Ability to establish and promote effective working relationships with employees, residents, and the public.

Education and Experience

- Bachelor's degree in business management, public administration, or a related field or equal experience in housing management.
- Must have at least five (5) years of industry experience in a high-level administrative or operational oversight position in housing and community development.
- Preferably requirements include experience in affordable housing program operations and the political and communication skills to work effectively with a wide variety of elected and public officials, public agencies, residents, and other affordable housing organizations.
- The Executive Director must have a strong knowledge and experience base in housing development and operations and be knowledgeable about federal, state, and local affordable housing programs.

Benefits

- Benefits include BCBS Hospital Insurance, Dental Insurance, HART Retirement, paid sick and annual leave and most major Holidays off.



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Cullman is a thriving 21st Century community fueled by its quaint heritage and indelible Southern charm. Founded in 1873 by German refugee Colonel John G. Cullmann, the city is known for its early agricultural success and ability to accommodate widespread industrial projects. With a population currently hovering just over 15,000, Cullman is the county seat and largest of Cullman County's 12 municipalities. Cullman is located halfway between Birmingham and Huntsville and is the epicenter for multiple major highway systems. Cullman offers an impressive array of local attractions, hotels, restaurants, retail establishments, educational and medical facilities, and access to cultural, sporting, and entertainment events. Cullman supports progressive economic development, technological advancements, and creative quality-of-life endeavors Cullman has an exceptional school system, very low crime rate, low property taxes and a low cost of living. Cullman offers 21st Century living while maintaining the quintessential Southern charm. Cullman is an ideal community to stay a while ... or a lifetime!



Climate

The climate in this area is characterized by hot, humid summers and generally mild to cool winters.

Education

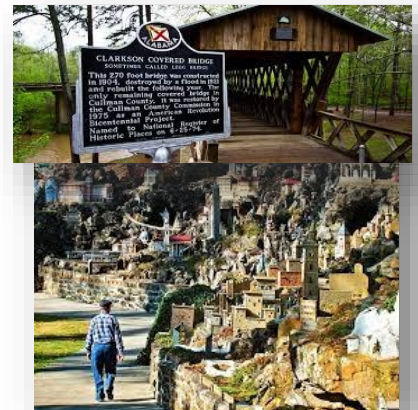
Cullman has an exceptional school system (#2 in Alabama).

The Cullman City School System operates five schools:

- Cullman Primary School (Pre-K – First Grade)
- East Elementary (Second Grade – Sixth Grade)
- West Elementary (Second Grade – Sixth Grade)
- John G. Cullman Middle School (Seventh and Eighth Grades)
- Cullman High School (Ninth Grade – Twelfth Grade)

Other schools in Cullman include:

- Saint Bernard Preparatory School, Benedictine boarding and day school (Ninth grade – Twelfth grade)
- Saint Bernard Middle School (Seventh and Eighth Grade)
- Sacred Heart Elementary School (Pre-K – Sixth Grade)
- Saint Paul's Lutheran School (Pre-K – Sixth Grade)
- Cullman Christian School (Pre-K – Twelfth Grade)



Cullman Higher Education

Facilities for higher education are provided by Wallace State Community College Hanceville, Bevill State Community College, Calhoun Community College, University of Alabama Huntsville, and several other colleges and universities.

Things To Do in Cullman

The Cullman County Museum and the Hubert Richter Memorial Chapel are sites worth visiting. The Ave Maria Grotto is located outside the city limits and has more than 125 miniature reproductions of renowned buildings, churches, and shrines from all over the world. You can also visit the Clarkson Covered Bridge, which is listed on the National Register of Historic Places. One can enjoy shopping at Cullman Shopping Center, Town Square Shopping Center, and King Edward Plaza Shopping Center.

Cullman Transportation

The nearest airport to Cullman is Huntsville (HSV) Airport which is 33.2 miles away. Other nearby airports include Birmingham (BHM) (42.9 miles) and Chattanooga (CHA) (111.7 miles).