



CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION



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

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SANFORD HOUSING AUTHORITY



Position Summary

The Chief Executive Officer is responsible for administering, managing, maintaining, planning, and directing the Agency's programs. The Chief Executive Officer is responsible for the safekeeping of all property and records and is the Agency's primary liaison with the Board of Commissioners (BOC), HUD, and state and local entities. Responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as Public Housing Assessment System (PHAS), Section 8 Management Assessment Program (SEMAP) and other future HUD required evaluation systems.

Responsibilities

1. The Chief Executive Officer directs the implementation of the Agency's Housing programs.
2. Oversees and provides for safekeeping of the Agency's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, and reporting.
3. Supervises Agency staff, providing ongoing assistance to current staff to support a positive and productive working environment.
4. Oversees and ensures accurate preparation of all budgets and revisions. Revises and authorizes Agency expenditures and monitors funds for effective and efficient use.
5. Serves as Secretary/Treasurer to the Board of Commissioners.
6. Works with the BOC to develop the Agency's strategic and operational plans.
7. Serves as liaison between the BOC and Agency staff.

8. Participates in negotiating contracts with outside agencies and companies for major maintenance services and management services. Directs, plans and monitors programs of acquisition, development and rehabilitation; directs the strategy of repositioning existing properties by overseeing the Strategic Asset Model (SAM).
9. Identifies federal and non-federal funding sources to augment declining subsidies.
10. Discusses Agency goals, priorities, problems, and concerns government officials, news media, social and public service agencies.
11. Meets with residents concerning complaints and/or grievances.
12. Monitors the Agency's compliance with federal, state, and local laws and regulations pertaining to the Agency. Prepares and submits reports and statistics required by such entities.
13. Addresses business and civic groups on matters pertaining to the Agency.
14. Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs.
15. Serves as Contracting Officer for the Agency, which includes preparing RFPs, RFQs, contracts, agreements etc.
16. Secures adequate funding to redevelop and develop properties and land.
17. Serves as Capital Fund Administrator for the Agency, ensures funds are obligated and expended timely and accurately.
18. Serves as Real Estate Developer for the Agency and its affiliates.
19. Serves as Security Administrator and User Administrator for the HUD REAC system.

Education and Experience

A bachelor's degree in public administration, business administration or management or a closely related field from an accredited college or university and five (5) years of responsible managerial experience in housing or regulatory agency or an equivalent combination of education, training, and experience necessary to fulfill the essential job duties of the position.

A Certified Management Executive (CME) Certification must be obtained within one (1) year of employment or another allowable period of hire as authorized by the Board of Commissioners.

Knowledge and Skills

1. Thorough knowledge of the relationship of PHA's to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Agency.
2. Thorough knowledge of housing bond issues, Low Income Housing Tax Credits (LIHTC) conventional loans, or other financing options.
3. Knowledge of community/social services available locally and through state and federal agencies and/or funding sources.
4. Thorough knowledge of Agency operating policies and procedures, pertinent HUD regulations, and federal, state, and local laws and regulations pertaining to housing authorities.
5. Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation.
6. Thorough knowledge of procurement regulations and OSHA requirements.
7. Working knowledge of the laws and regulations governing bonded indebtedness, handling of bids, and the preparation and execution of contracts and agreements.
8. Thorough knowledge of the modern principles, practices, and techniques of budgeting and accounting, and of the function and operation of the construction industry.
9. Thorough knowledge of financing and development of new properties.

Other Requirements

1. Must possess a State of North Carolina driver's license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening and criminal background check.