EXECUTIVE DIRECTOR

Position Description

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

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Ozark Housing Community
Ozark, Alabama
Creatively Providing Quality Affordable Housing and Services

Since 1950 the Ozark Housing Community has been committed to providing quality affordable housing and services in an efficient and creative manner.

Ozark Housing Community (OHC) provides 393 public housing units in Ozark and Ariton and 434 Section 8 Vouchers in Dale County. OHC provides decent, safe, affordable rental housing within the OHC area for eligible low to moderate income families, the elderly, and people with disabilities. OHC's objective is to offer individuals and families the opportunity to make the transition from subsidized to non-subsidized housing by promoting personal, and economic upward mobility, and to improve communities by encouraging self-sufficiency for clients.

Position Summary

The Executive Director is responsible for the overall leadership, management, performance, and strategic direction of the Authority. This role oversees all programs, operations, finance, and administration while ensuring full compliance with HUD, federal, state, and local regulations. Oversee community, social, cultural, and individual enrichment programs for residents. Administer housing grants and related federal assistance programs. Plan, develop, and implement policies and objectives in accordance with board directives. Coordinate activities of the Authority to achieve operational efficiency. Oversight of all financial operations, ensuring accurate and timely submission of program data, and procurement of professional services, materials, and supplies.

Essential Job Functions

- 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 exercises indirect supervision over all staff members.
- Oversee housing operations, either directly or through subordinate supervisors.
- 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.
- Directs and coordinates the activities of all housing and redevelopment programs; has ultimate responsibility for all federal programs.

- 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.
- Reviews and tentatively approves annual budgets and budget revisions and submits to the Board of Commissioners for approval.
- Manage low-income housing and redevelopment programs of the Housing Authority.
- Maintains public relations and governmental relations.
- Consult with Board regarding policy, goals, plans and fiscal matters.
- Formulate short- and long-term goals and plans for the Authority.

Knowledge, Skills, and Abilities

- Knowledge of HUD, Authority, and other federal, state, and local policies, procedures, and regulations related to the operation of a public housing authority.
- Knowledge of the principles and practices of budgeting and budget administration.
- Knowledge of federal state and local laws and regulations related to personnel including EEO, labor relations, FLSA, COBRA, Workman's Compensation, ADA, and FMLA.
- Ability to plan, organize, and assign routine work and special projects to meet organizational goals.
- Ability to develop and establish effective working relationships with employees, officials, and the public.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to develop sound fiscal systems and procedures.
- Ability to use sound judgment to make and implement decisions.
- Ability to effectively initiate and manage work projects.
- Ability to communicate effectively, both orally and in writing, with groups and individuals.
- Ability to delegate duties and assignments to achieve objectives.
- Ability to evaluate performance of subordinates, correct deficiencies, and to effectively assign personnel.
- Skilled in communicating with people inside and outside of the organization and from a broad range of socio-economic backgrounds, both orally and in writing.

Minimum Qualifications

- Bachelor's degree in business administration, public administration, social sciences, accounting, finance, management or closely related field, plus 5 years of progressively responsible supervisory experience in public housing administration, or an equivalent combination of education and experience.
- Master's degree preferred.
- Must be certified as a Public Housing Manager within 12 months of employment.

Other

- Valid Driving License.
- Certification as a Public Housing Manager.
- Ability to be insured under the Authority's automobile policy.