

# ALBERT LEA HOUSING AND REDEVELOPMENT AUTHORITY

**POSITION:** Executive Director

**DEPARTMENT:** HRA

**CLASSIFICATION:** Full-time, Exempt

**WORK SCHEDULE:** The typical work hours for this position are 7:00 a.m. through 5:30 p.m. Monday–Thursday. Additional hours, evenings and weekends may be required as assigned.

**POSITION SUMMARY:** Under the direction of the HRA Board, and the U.S. Department of Housing and Urban Development (HUD), this position requires management of the government funded housing in accordance with the rules and regulations of the Albert Lea HRA, and the U.S. Department of HUD. The Executive Director performs administrative duties which include but are not limited to: ensuring that office accounting and financial reports are completed, budget preparation, required governmental reporting, human resources, policy writing, marketing and promotional activities, programming and other duties and responsibilities that enhance and improve the tenant's quality of life and as assigned by the HRA Board.

## **RELATIONSHIPS:**

### IMMEDIATE SUPERVISOR

HRA Board of Commissioners

### SUPERVISES

HRA Office and Maintenance Staff

### EMPLOYEE CONTACTS

Considerable contact with HRA employees, the HRA Board of Commissioners.

### OUTSIDE CONTACTS

Considerable contact with the U.S. Department of HUD, the general public both on the phone and in person, with city, county, state and federal employees and elected officials, other housing agencies and Public Housing and Housing Choice Voucher tenants.

## **ESSENTIAL FUNCTIONS OF THE JOB**

- Supervises and coordinates staff work assignments to administer and maintain Housing Choice Voucher program and the Public Housing program and facilities.
- Oversees the administration and operation of the Housing Choice Voucher and Public Housing programs and serves as liaison to the City of Albert Lea.

- Reviews bi-weekly payroll for all HRA employees. Reviews and signs time sheets and payroll vouchers. Ensures that all payroll records are maintained and that copies of payroll checks are sent to fee accountant.
- Acts as employee benefits administrator and personnel policy coordinator.
- Assists with office accounting/bookkeeping, collects rent payments, makes bank deposits, reviews and signs accounts payable checks, monitors bank balances and investments, and draws down federal subsidy monies. Ensures that copies of all financial transactions and bank statements are sent to the fee accountant. Assists in preparation of annual audit.
- Prepares HRA Board agendas and packet materials, attends all meetings and keeps a record of Board meeting minutes and resolutions.
- Assists prospective tenants with housing application and forms, and makes determinations regarding applicant eligibility based upon HUD and HRA regulations and policies.
- Presents annual Budget and Capital Fund Program to HRA Board and upon approvals submits to U.S. Department of HUD.
- Prepares and maintains policies as required by HRA Board and U.S. Department of HUD.
- Prepares and administers Public Housing Agency Plans, Capital Fund Program financial reports, Public Housing Assessment System certifications, Line of Credit Control System, Section 8 Management Assessment Program submissions and any/all other U.S. Department of HUD paper and electronic report submissions as required.
- Prepares and administers state and federal grants. Ensures that all administrative and regulatory requirements of the grants are fulfilled.
- Prepares requests for proposals, bid documents, and quote specifications in accordance with HRA, State, and Federal procurement regulations. Reports work orders and administers contracts for materials and services.
- Effectively and respectfully communicates and interacts with HRA employees, tenants, visitors, the U.S. Department of HUD, local, state and federal officials, and the general public.
- Demonstrates knowledge and skills in regard to emergency and safety procedures.
- Conducts marketing and promotional activities to insure full occupancy.
- Investigates and responds to tenant questions/complaints. Conducts general filing and maintains required retention schedules.

- Reviews development and redevelopment plans for housing projects that are submitted for review by other entities and reports to the Board of Commissioners any information as deemed necessary and as appropriate.
- Reviews legislative proposals and advises the HRA Board on the impact of legislative proposals.
- Coordinates capital improvement projects.
- Participates in formulating HRA goals and objectives with the Board, tracks progresses of goals, and provides periodic updates to HRA Board.
- Performs related duties as assigned by the HRA Board.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of federal, state, and local regulations governing Section 8 HCV, public housing and other applicable housing programs.
- Knowledge of accounting practices and procedures in a variety of functional areas such as receivables, payables, billing, payroll, and general accounting.
- Knowledge of office word processing, spreadsheets, and other programs.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to follow instructions and to communicate effectively both verbally and in writing.
- Knowledge of research and statistical analysis techniques.
- Ability to formulate project goals, analyze data, and draw logical conclusions.
- Ability to organize, motivate, and direct subordinates.
- Ability to establish and maintain effective working relationships with City, State, and Federal officials, representatives of other public agencies, community groups, business representatives, tenants, and members of the public.
- Ability to establish and maintain effective relations with supervisors, coworkers and subordinates.
- Ability to maintain confidentiality.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the

position.

## **MINIMUM QUALIFICATIONS**

Bachelor degree in business administration, public administration, urban studies, housing, or related field, and experience working with community development initiatives in housing; and three (3) years of experience working in the area of public housing management.

## **ALTERNATIVE MINIMUM QUALIFICATIONS**

Five (5) years of progressively responsible experience working in public housing in the areas of management in a supervisory capacity.

## **PREFERRED QUALIFICATIONS**

Bachelor degree in the described fields; program or personnel supervisory experience; experience in working with the U.S. Department of Housing and Urban Development (HUD); and/or Minnesota Housing Finance Agency (MHFA); experience in communicating directly with policy-making boards; and certification as a Public Housing Manager.

## **CONDITIONS OF EMPLOYMENT**

- Must possess a valid license to drive in the state of Minnesota.
- Satisfactory completion of a background examination.
- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational policies.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Requires incumbent to work inside, in confined areas, outside, alone, with others, around others, and have contact with the public.
- Incumbent may be exposed to noise, heat, cold, wetness, humidity, and marked changes in temperature.
- Activities that occur extensively (more than 6 hours) are talking, hearing, and using near vision, use of depth perception, color vision, field of vision/peripheral vision; and use of smell.
- Activities that occur frequently (from 4 to 7 hours) are sitting, using fingers, wrists, and hands, and using fine manipulation.
- Activities that occur occasionally (from 1 to 3 hours) are: pushing; pulling; reaching

at, above and/or below shoulder level with both arms together and/or independent of one another; use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

- Activities that occur infrequently (up to 60 minutes) are: lifting and/or carrying up to 10 pounds.
- Activities that occur infrequently (up to 60 minutes) are bending, stooping, squatting, twisting, climbing staircases, reaching straight, above, and below shoulder level with both shoulders individually or at the same time, handling, using both feet individually or at the same time, using visual accommodation, smelling, carrying, and lifting up to 30 pounds.
- Activities that may occasionally occur, but not on a daily basis, include lifting and/or carrying up to 50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **JOB EQUIPMENT**

Personal computer including word processing software, spreadsheets, email, internet; telephone; 10-key calculator; typewriter; copy machine; fax machine; scanning machine, postage machine and scale.

## **TRAINING**

As part of their routine employment with the agency the Executive Director may be required to attend individual training sessions, or training sessions provided in conference settings as requested or required by the Board or due to the continuing and/or changing demands of the Executive Director's job requirements.

## **EVALUATION OF PERFORMANCE**

The Board of Commissioners will conduct a performance evaluation of the Executive Director on an annual basis or more often as deemed necessary. The annual performance evaluation will be conducted during the monthly Board meeting in the anniversary month of the hiring date of the Executive Director.

## **JOB DESCRIPTION DISCLAIMER**

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.