

Clermont Metropolitan Housing Authority
Executive Director
Competitive Salary and Benefits

Qualifications: Bachelor's degree in Public Administration or related field and 7-10 years senior management experience, demonstrating executive leadership skills and strategic planning and program development. Housing Authority experience administering HUD programs desirable (HCV, RAD, CAP Fund, etc.). Proven track record in all aspects of personnel management and evidence of effective communication, team building, and interpersonal skills a must. Submit letter of introduction, including salary requirements, with resume to CMHA Chairperson, 65 South Market Street, Batavia OH 45103, or via email to info@clermontmha.org Resume deadline is 4:00 p.m. March 17, 2020.

Clermont Metropolitan Housing Authority

POSITION: Executive Director

DEPARTMENT: Administration

REPORTS TO: Board of Commissioners

SUMMARY RESPONSIBILITIES: At the direction of the Board of Commissioners, serves as chief executive officer for the Housing Authority, with overall financial, strategic, and operational accountability for guiding the Authority in achieving its mission.

SPECIFIC DUTIES:

Board: In consultation with the Board chairperson, prepares monthly agendas, resolutions, and other documents for Board discussion and action. Prepares and maintains minutes of Board meetings. Guides the Board in the development of budgets, policies, and operational procedures for all business activities and ensure compliance in accord with all applicable laws and regulations. Guides the Board in the development of long-range strategic initiatives with public/private developers to increase the availability of affordable housing. This may include restructuring and increasing the Authority's housing portfolio.

Finance: Serves as custodian of all funds, with overall responsibility for the financial condition of the Authority. Prepares and secures Board approval of annual operating budgets. Keeps the Board fully informed of all financial activities through monthly financial reports. Monitors budgets and adjust for fluctuations in revenue and expenses. Assures completion of an annual Independent Audit of all books and records and maintains and monitors all banking activities and relationships.

Program Operations: Provides leadership with staff to achieve HUD "high performer" status on a continuous basis for all programs. Assures accurate and timely reporting and compliance with all HUD requirements and regulations. Serves as contracting officer, overseeing the bid/proposal process to assure adherence to procurement procedures for all business activities. Reviews and monitors vendor contracts to assure compliance and assures that services are periodically let for bid.

Personnel: Directs and supervises the work of the Receptionist/Administrative Assistant, and the Finance and Operations Directors. Oversee all personnel activities, including hiring and promotions, team building, training, recognition and performance reviews, discipline, and terminations. Creates and maintains a work environment that is conducive to maximizing employee performance and outcomes.

Community Relations: Creates and maintains a strong working relationship with HUD representatives, elected officials, other social service and housing organizations, and community leaders. Respond to all inquiries from the general public and the press, including requests for release of public records. Oversee communication with the public through the Authority's website, printed materials and other means.

BASIC QUALIFICATIONS: BA in Public Administration or related field. Ten years senior management experience, preferably with a housing authority. Certified as HCV/Public Housing Manager or ability to be certified within one year. Experience with HUD budgets, regulations, and compliance standards desirable (Sec. 8, Public Housing, REAC, CAP Fund, etc.) Proven experience in all aspects of personnel management, and evidence of effective communication, interpersonal, and team leadership skills.