



JOB ANNOUNCEMENT

The Knox Metropolitan Housing Authority Board of Commissioners is currently accepting resumes for the position of Executive Director. Resumes may be submitted to Knox Metropolitan Housing Authority, Attention: Margaret Ann Ruhl, Board Chair, 201A West High Street, Mt. Vernon, OH 43050 or by email at maruhl06@gmail.com. Resumes will be accepted until 4:00 p.m., Friday, April 6, 2018.

The Executive Director reports to a five person Board of Commissioners and is responsible for all aspects of the housing authority's operations including administration, management, development, and financial control.

QUALIFICATIONS: Bachelor's degree in business administration, public administration, or other related discipline, plus five (5) years responsible public housing management experience, or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid State of Ohio driver's license and remain insurable under the agency's vehicle insurance plan; must be and remain bondable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans, assigns, and reviews all operations and functions connected with the management and maintenance operation of the Authority. Administers the agency in accordance with the established policies of the Authority, its by-laws, and public laws relating to the programs owned or operated by the Authority. Prepares all recommendations to be acted upon by the Authority, which if accepted, shall be made into formal resolutions. Ensures the procurement of all materials and supplies to be used in the operation of the Authority and its property, including making recommendations and requests to HUD for the necessary funds to which the authority may be entitled by reason of its public housing operations. Employs all personnel required by the Authority and administers all personnel matters, including the handling of employee performance evaluations, employee grievances, taking appropriate disciplinary action, and the termination of employment of unsatisfactory personnel according to the established personnel policy of the Authority. Maintains and promotes good public relations with public officials, public and private groups and organizations, the news media, and all other groups which may be helpful to promoting the Authority. Maintains good tenant-management and tenant-landlord relations. Reviews and approves or disapproves all bills presented to the Authority for payment. Prepares, reviews, and signs all reports required by HUD and the Authority. Ensures the execution of all contracts between the Authority and HUD, administers all contractual agreements with HUD and other public or private agencies. Prepares and signs correspondence on behalf of the Authority; reviews and signs all correspondence unless otherwise delegated. Directs cost analysis and

return on investment determinations prior to major purchases for the authority, reviews results with Board of Commissioners. Completes annual salary budget and makes recommendation to the Board of Commissioners for any salary increases. Completes performance evaluations on all agency employees on an annual basis. Serves as the Authority's ex-officio Secretary. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES: Serve as Executive Director and perform all necessary functions of this position as listed described above for satellite office (Morrow Metropolitan Housing Authority). Maintain confidentiality and strict privacy of information concerning program participants or those who apply for assistance. Performs other related duties or responsibilities as directed by the Board in order to promote, expand, and ensure the effective and efficient operation of the Knox Metropolitan Housing Authority. Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment) **Knowledge of:** agency policies and procedures;* budget administration; government structure and process; real estate management; HUD rules and regulations; public relations; community resources and services; employee training and development; personnel administration; supervisory principles and practices; public administration. **Skill in:** computer operation; use of modern office equipment. **Ability to:** interpret extensive variety of technical material in books, journals, and manuals; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; prepare accurate documentation; compile and prepare reports; communicate effectively; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work sites.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: Automobile; computer and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: The employee: is exposed to chemicals found in an office environment (toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.