LAMAR HOUSING AUTHORITY JOB DESCRIPTION

TITLE: Executive Director/Public Housing & Project Manager

Full- time Position (Exempt Employee)

EFFECTIVE: 11/01/2011

SUPERVISOR: LHA Board of Commissioners

COMPENSATION & PRORATION OF TIME: Salary to be determined based on experience and knowledge of programs, with a minimum starting of $35,000 according to skills and evaluated after a 90-day probationary period. Wages divided among the current programs of the Housing Authority by percentage for workload performed.

GENERAL STATEMENT OF RESPONSIBILITIES: Manages and administers the business and functions of the Housing Authority of the City of Lamar (LHA) pursuant to the goals, objectives, policies and procedures established by the Housing Authority’s Board of Commissioners. Duties include but are not limited to the following:

MAJOR TASK AREAS OF RESPONSIBLITIES:

1. ORGANIZATIONAL AND ADMINISTRATIVE:

Plans and directs the operations and program of LHA. Researches and prepares all policies and procedures based on Federal, State and City laws and Regulations. Supervises all personnel of the LHA as provided through the Personnel Policy and regular staff meeting.

Directs preparation of agenda packets for LHA Board members, acts as a primary advisor, disseminates incoming information to LHA as appropriate to the Board of Commissioners, Staff, the Major and City Council members. Prepares and maintain the LHA insurance portfolio based on the current needs of the Housing Authority.

Acts as a liaison for LHA with U. S. Department of Housing and Urban Development (HUD), the Colorado Division of Housing (CDOH), U. S. Department of Agricultural Rural Development (USDA), and the Colorado Housing Finance Authority (CHFA) and ensures compliance with all regulations, policies, guides, handbooks, notices and circulars.

2. PROJECT MANAGEMENT:

In the position of manager of the Elderly and Family housing projects, keeps LHA moving toward its purpose and goals, resolves problems and implements solutions, using a Management plan developed from a management style selected to allow the most efficient operations.

Supervises the LHA staff through the occupancy cycle and the financial policies and carries out the eviction process as necessary.

Improves decision making skills and tenant relations with additional training, personal research and distribution of responsibilities among staff members

Reviews periodic utility consumption of all projects and implements measures to ensure maximum feasible energy saving.

3. MAINTENANCE:

Reviews routine, emergency and preventative maintenance. Sets productivity standards for maintenance staff, reviews work orders and annual inspection reports, prepares preventative maintenance schedules and prepares 3-5 year budget projections.

4. FINANCIAL:

Prepares annual LHA budgets and individual programs budgets, reviews monthly financial statements, reviews monthly Housing Assistance Payments for the Section 8 voucher program that are submitted to the LHA accountant and Colorado Division of Housing, reviews the monthly Voucher payment for Strainhurst Courts that is submitted to the Colorado Housing Finance Authority, reviews the monthly financial statement submitted to the LHA board. Reviews the monthly VMS submission for the Section 8 Housing Choice Voucher Program. Manages all cash investments, approves all purchase orders and invoices, signs all checks, and handles cash and general accounting according to the Financial Procedures Policy as well as directs procurement and inventory control and disbursements according to LHA policies.

Reviews and signs financial reports, contracts and other financial correspondence submitted to the Board of Commissioners, HUD, CHFA, CDOH, & USDA or other appropriate agencies.

5. SAFETY AND SECURITY:

Administers sound safety and security policies and procedures in all LHA programs.

6. SOCIAL AND COMMUNITY SERVICES:

Acts as a public relations liaison with the community, directs all projects tenant services, attends Strainhurst Resident Council meeting and functions, directs applicants and residents to existing community support services as needed, advocates in the community for updated and additional elderly and housing affairs for very low, low and moderate income families as their needs and trends dictates.

Conducts public education programs and promotes public and private involvement housing and elderly issues.

7. MODERNIZATION:

Monitors LHA programs with periodic evaluation and analysis, resident input, external research and long range planning to maintain the physical needs to LHA projects.

Reviews CDBG and other HUD information to use for meeting future needs of LHA.

8. DEVELOPMENT:

Researches, develops and maintains administrative systems to continue to provide feasible and efficient management for LHA. Identifies appropriate local, state or federal programs to meet needs of elderly, low, and moderate-income families in the community. Prepares and revises appropriate plans for long-range activities of LHA. Write appropriate funding proposals.

Participates in change and revisions of existing local comprehensive housing plans, housing ordinances and resolutions in planning and promotion of the development of affordable housing in Lamar, and in the development of cooperation agreements with other government entitles in Prowers County.

9. Other responsibilities and duties as assigned.

INTERNAL RELATIONSHIP: Supervises the activities of all LHA staff members.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Continued educations with minim AA degree in business administration or comparable field plus three years of professional level experience in the administration of local housing programs; must be certified as a Public Housing Manager, have at least three years of practical experience in preparing financial statements, general accounting and budgeting and possess a working knowledge of building construction, real estate, property maintenance, tenant/landlord legislation and the housing industry.

Must have the ability to provide effective leadership to staff and project residents in analyzing situations and making decisions, to research, prepare and give presentations to a governing board, to develop and administer programs within guidelines set by local, state, and federal laws and regulations and maintain effective working relationships with the Board of Commissioners, city officials and the public.

Must be a citizen of the United States, posses a valid Colorado Driver’s license and be bondable.

Federal requirements for the position include working in a substance –abuse free environment.