

Employment Opportunity

Executive Director Oak Ridge Housing Authority

Position Summary:

Seeking individual to provide leadership and organizational direction to the Housing Authority and Development Corporation. The selected individual will provide guidance and staff support to the Housing Authority Board of Commissioners (BOC); manages, leads, and directs, either directly or through subordinate levels of supervision, all employees, programs, policies and projects of the Housing Authority to include housing management, maintenance, construction projects, finance, and personnel including community development and redevelopment.

Recruitment sponsored by the City of Oak Ridge:

<http://www.oakridgetn.gov/department/Personnel/Employment/Job-Openings>

Essential Job Functions:

The following represent the major essential and secondary duties of the position. They are not all-inclusive. The Housing Authority BOC reserves the right to change, reassign, or combine job duties at any time.

- **Administration of all Housing Authority programs and projects.**

Ensures that all programs are operated in compliance with all applicable regulations and within contractual budget parameters. The work involves budget development and monitoring; accounting and finance activities and reports; grant proposals, housing management programs compliance; approval of contracting and procurement policies and actions; agency policy development and administration; facilities management; resolution of technical and/or administrative problems; and staff supervision, training, and professional development. Prepares, or oversees the preparation of all ongoing HCV, PHA management audits and specialized reports for HUD regarding the Housing Authority's activities, programs and services. Will oversee the development of future projects and redevelopment as requested by the Board of Commissioners.

- **Serves as Chief Staff Support to the Housing Authority's Board of Commissioners.**

Develops, presents, and proposes agency agenda issues and items and accompanying recommendations related to visions, goals, programs, policies, contracts, and budgets to the Board. Regularly prepares and presents related progress and activity reports. Implements Board directives.

- **Serves as Employee Relations Manager for the agency.**

Evaluates agency organizational structure, job classifications, salary comparability, etc. and makes recommendations to Board of Commissioners for improvements while maintaining the organization's positive relationship with its employees.

- **Participates in the development of new affordable and market value housing based upon community needs.**

The Executive Director Interfaces with lenders, local government officials, non-profit organizations, architects, contractors, realtors, and others, to investigate new, creative approaches to expanding local housing base. The Executive Director in the role of ED of the ORHA Development Corporation interfaces with lenders, local government officials, non-profit organizations, architects, contractors, realtors, and others, to investigate new and creative approaches to expanding local housing base.

- **Represents the Housing Authority on a local, statewide, regional and national level to promote awareness of housing programs and services.**

Interfaces directly with media, public and private groups, boards, commissions, and professional associations. Makes presentations to groups and/or individuals to elicit information, solicit business and to promote the agency's services and objectives. Develops, or oversees the development of brochures, reports, news releases, and other information and/or marketing documents. Serves on boards of related associations and groups.

- **Performs other essential duties and tasks as assigned by the board.**

Qualifications:

- Thorough and extensive knowledge of the principles and practices related to the overall administration of a public agency to include personnel management, budgeting, financing, marketing, reporting, policy development and implementation, and program administration.
- Knowledge of federal grant application development and the ability to learn and interpret state and federal-assisted housing programs, laws and regulations including interpretation, development, and implementation of policy directives and changes; program compliance; budgeting and finance requirements.
- Extensive experience working directly in a public housing program(s) in a supervisory capacity with direct budgetary responsibility is desirable.
- Basic knowledge of real estate development (including financing, design, construction and management). Requires the ability to read, understand and negotiate contracts.
- Extensive experience in managing an organization and personnel including the ability to communicate, train, counsel, and discipline employees effectively, to conduct effective performance appraisals and to create a harmonious working environment.
- Strong written and verbal communication and interpersonal skills as direct communication with supervisors and employees, either individually or in groups, is an integral part of this job. Evidence of ability to conduct effective presentations before public and private agencies, officials, and other groups or individuals.
- Must be able to develop and maintain extensive contacts and interact with a variety of community groups, government officials, contractors, architects, realtors, and other individuals, including persons of varying knowledge and educational levels to elicit information and effectively design, implement and maintain existing and potential housing programs.
- Must maintain a personal ethical foundation to foster public trust and maintain professional ethical conduct at all times.
- Residency within the City of Oak Ridge or within 6 (six) months of placement.

Although not mandatory, the following qualifications will enhance an individual's chance for success in the job and are desirable.

- Experience as a director for a housing authority and/or like organization.
- Direct working experience or training in building codes and construction.
- Knowledge of tenant-landlord laws.
- Proficient with computer use to include email, internet and internet applications.

Experience and Training:

- Bachelor's degree in Business/Public Administration or equivalent experience; Master's degree preferred.
- Five (5) years' administrative experience; three years in a management capacity with fiscal oversight including housing management and/or community and housing development; or any combination of education, training or experience that ensures the ability to perform the duties and responsibilities of the position.

Compensation Package: Salary: \$75,000-\$100,000/year DOQ. Benefits include medical, retirement, life insurance, 12 paid holidays per year, and a generous annual and sick leave accrual program.

To Apply:

Send resume and cover letter in hard copy to 'Executive Director Search' c/o The City of Oak Ridge, 200 S. Tulane, Oak Ridge, TN 37830. Digital copies only WILL NOT be accepted, but may be submitted in addition to a hard copy to cgordon@oakridgetn.gov. Recruitment close date **12:00 noon, Friday, May 17, 2019.** Confidentiality assured. No calls please.