

## HOUSING AUTHORITY OF THE CITY OF PARIS

**Position Open:**        **Executive Director, Paris Housing Authority, Paris, Texas**

### **Duties and Responsibilities**

Has total responsibility for administering, managing, maintaining, planning and directing the Housing Authority's programs, properties and services. The Director is responsible for the safekeeping of all property and records, the safety of Authority residents, and is the Authority's primary liaison with the Board of Commissioners, HUD, and state and local entities.

*Specific duties include the following:*

- Plans, develops, organizes, coordinates, delegates, supervises and directs implementation of all Paris Housing Authority programs.
- Provides for safekeeping of the PHA's buildings, grounds, facilities, equipment, supplies, monies, files, records, and documents.
- Serves as liaison between the Board of Commissioners (BOC) and PHA staff. Responsible for organizing and posting agenda, preparing board packets, recording and taking minutes and maintaining records of all meetings. Responsible for keeping BOC informed on status of all activities and projects; notifies the BOC of changes or proposed changes in federal, state or local legislation affecting the authority; provides the BOC with information on evaluations of efficiency and effectiveness of Authority operations and provides recommendations for improvements.
- Oversees preparation and submission of all budgets and revisions, revises and approves all Authority expenditures and monitors funds for effective and efficient use.
- Negotiates contracts with outside agencies and companies for major maintenance service and management services.
- Makes all management decisions concerning the daily operation of the authority.
- Oversees the employment, training, direction, supervision, utilization, discipline and termination of Authority employees. Recommends to BOC schedule of salary ranges, employee benefits and periodic revisions. Reviews periodic reports on the accomplishment of assigned goals and objectives.
- Meets with residents concerning complaints and/or grievances and advises them of their rights to hearings according to the Authority's procedures.
- Monitors, surveys, and inspects various aspects of the Authority's operations on a frequent and continuing basis, to insure a high level of appearance, safety and security.
- Monitors the Authority's compliance with federal, state, and local laws and regulations pertaining to the PHA. Prepares and submits reports and statistics required by such entities.
- Performs other related duties as assigned by the BOC.

## **Qualifications and Knowledge**

- A degree in Business, Public Administration, or a closely related field is preferred. Five years of responsible managerial experience in public housing or five years of responsible managerial experience in a closely related field, or an equivalent combination of experience and education.
- Knowledge of the modern principles, practices, and techniques of Public Housing Authority management and the relationship of PHA's to other federal, state and local jurisdictions and their abilities to provide funds or other support to the Authority.
- Extensive experience and knowledge in social services field
- Comprehensive knowledge of PHA operating policies and procedures and pertinent HUD regulations and federal, state, and local laws and regulations pertaining to public housing authorities.
- Experience managing personnel and staff
- Experience in creating and managing annual budgets
- Excellent communications skill in addressing the public and other bodies and presenting information in a clear, organized, and convincing manner.
- Ability to accurately and completely document in writing appropriate events and activities.
- Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
- Basic knowledge of Labor and Employment Laws, Texas Open Meetings Act and Public Information Act following completion of training of the afore-mentioned.

## **Supervision Received and Given**

The Executive Director may receive instructions from the Board of Commissioners or other governing or regulatory agency. The Director routinely works without the direction of a supervisor and is free to develop methods, deadlines, priorities, and/or objectives. When instructions are received, they are usually specific and detailed because they apply to unusual and rarely occurring situations. Other instructions are usually in the form of BOC directives or policy statements. Normally the Director makes independent decisions pertaining to situations not covered by specific guidelines but the BOC or other employee's are consulted in serious or unusual circumstances. The Director's work is reviewed regularly by the BOC for progress and achievement of goals.

## **Guidelines**

Guidelines followed by the Director include published laws, regulations, handbooks, notices, contracts, agreements, codes, ordinances, policy directives from the Board of Commissioners, and technical assistance from HUD.

Upon personal initiative, the Executive Director obtains informal guidance and assistance from other PHAs, professional organizations and housing-related groups.

The Director performs duties by applying the basic principles of housing authority management and uses independent judgment in many decision-making situations. Routine decisions pertaining to the operation of the Authority, handling of funds, and personnel matters, are provided with specific guidelines in the form of internal operating policies and procedures, and federal, state, and local laws and regulations. The Director is periodically monitored for compliance with existing guidelines by the BOC and HUD.

### **Scope and Effect**

The Executive Director's leadership affects staff throughout the Authority and the Authority's residents. Effective leadership in managing, operating, and maintaining housing programs has a positive impact on the Authority's overall mission: to provide its residents housing that is decent, safe and sanitary and programs and services that meet their needs. Successful accomplishment of that mission can result in betterment of housing in surrounding communities and provides a positive image for the city.

### **Personal Contacts**

The Director has contact with a broad range of individuals including: the news media; BOC; federal, state, and local government personnel; social service Authority personnel; housing residents; the general public; various special interest groups; and all levels of PHA personnel. Most contacts with people outside the PHA are relatively unstructured and require tact and diplomacy on a routine basis. Regularly, contact requires negotiation and/or handling of controversial matters.

Contact with the public serves multiple purposes including: giving or gaining information, planning, coordinating, and advising motivating, influencing, directing persons or groups, and justifying, defending, negotiating, and resolving significant matters. Contact may occur in cooperative, antagonistic, or unresponsive situations.

### **Physical Demands**

Work is principally sedentary, but may involve some physical exertion during on-site visits with residents or staff members, inspections of PHA developments, sites, dwellings or facilities, and travel to meetings, conferences or workshops in other cities.

ANNUAL SALARY IS \$80,000-\$90,000 BASED ON EXPERIENCE. PHA VEHICLE AND CELL PHONE IS INCLUDED AS ARE PAID VACATION/SICK DAYS

PLEASE EMAIL RESUME TO: [Jenny.wilson@lamarcountyuw.org](mailto:Jenny.wilson@lamarcountyuw.org)