

**Executive Director  
Grand Saline Housing Authority  
In Management Agreement with  
Alba Housing Authority and Van Housing Authority**

**Job Summary**

This is general administrative work with wide supervisory and management responsibilities. Has constant contact with the public requiring the exercise of tact and diplomacy. Requires knowledge of accounting, financial management, budgeting, investments, and knowledge of sound business practices. The housing authority operates through laws passed by congress and the state and under rules and regulations issued by Department of Housing and Urban Development. Our agency is a public housing agency which includes a management agreement with two other local housing agencies of which one has a rural development program.

**Examples of Work Performed and Responsibilities**

Chief operations officer of the housing authority, whose duties include but are not limited to the following:

**General Duties**

1. subject to the bylaws of the PHA and concurrence of board of commissioners, directs ALL activities of the PHA
2. is delegated full authority to administer personnel policies, rules and regulations adopted by the board, within the limits of the approved budget.
3. is responsible for maintaining proper relations with the general public and local and government agencies and represents the PHA in contacts with the general public and city, county, state and federal officials.
4. acts as secretary to the board of commissioners and is responsible for accurately recording and maintaining the minutes of the board meetings. schedules board meetings and sets up agenda with approval of chairman of board and is the primary advisor to the board of commissioners

**Management Duties**

1. arranges for board adoptions of HUD requirements under Title VI, Civil Rights Act of 1964, and other policies dealing with occupancy of the dwellings

2. accepts applications, verifies income, determines eligibility and rent for applicants, maintain waiting lists and keeps units fully occupied.
3. establishes schedule of tenant re-examinations and performs according to schedule
4. diligently collects rents and other charges and makes prompt deposits of funds
5. prepares a plan of operation and submits operating budget for all programs and based on such plan, controls expenditures in conformance with approved budget
6. plans maintenance program, supervises maintenance work and keeps buildings, equipment and grounds in good repair by making site inspections on a regular basis, makes pre and post occupancy inspections as necessary
7. purchases insurance, employee benefits (social security, health and retirement plans), maintenance materials, supplies and equipment, office equipment, and other property as required and administers all purchase contracts for conformance.
8. prepares all financial and occupancy reports as required by regulations and submits same to agencies involved and keeps books of account during management in accordance with standard principles and HUD procedures or arranges for others to do so; prepares Annual and Five-Year Agency Plans
9. maintains a policy file
10. conducts annual inventory of all non-expendable equipment and property
11. interprets and clarifies standards, policies and procedures for the authority's operations to ensure consistent compliance with state and federal regulations

### **Required Skills and Knowledge**

1. knowledge of PHA policies, procedures, bylaws, HUD regulations and documents; general knowledge of employment laws, labor laws, Texas Open Meetings Act, Texas Public Information Act, and Housing Authorities Law
2. demonstrated leadership abilities, including team building, decision-making, and conflict resolution skills

3. wide range of management, organizational and administrative skills
4. knowledge of financial management, accounting, computers, budgeting oversight
5. strong understanding of federal regulations and policies related to housing and urban development
6. ability to communicate effectively both orally and in writing