

HOUSING AUTHORITY OF SKAGIT COUNTY JOB DESCRIPTION

JOB TITLE: Executive Director **SALARY, EXEMPT**

NON-REPRESENTED

DEPARTMENT: Executive

REPORTS TO: Housing Authority Board of Commissioners

DIRECTLY SUPERVISES: Finance Director, Director of Facilities & Properties, Weatherization Manager, Section 8 Housing Manager, Development Director

POSITION OVERVIEW:

The Executive Director leads the Housing Authority of Skagit County in its mission to provide affordable housing opportunities and support housing development initiatives within Skagit County and administers Section 8 vouchers for San Juan County. The Executive Director is responsible for and supervises all aspects of the Housing Authority's operations including administration, records management, human resources management, development, and financial control, and works with the Board of Commissioners and senior management team on the development of all policies affecting the housing authority including strategic initiatives, economic feasibility, sound business planning and management.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Board Relations

- Maintain a close level of contact with members of the Board of Commissioners, keeping them informed of current situations and consulting with them as required on matters of policy and operations.
- Prepare and submit regular reports to the Board of Commissioners, providing updates on program performance, financial status, capital projects and other relevant matters.
- Follow the Board's direction and annual work plan.
- Serve as primary advisor and secretary of the Board.
- Attend Board meetings. Ensure the Board meetings are organized with agenda and materials and publicly noticed in accordance with the Open Public Meetings Act.
- Collaborate with the Board to develop policies and initiatives that align with community needs and priorities. Ensure policies of the Board are enacted and followed.
- Apprise the Board of relevant trends, material external and internal changes, and the assumptions upon which any Board policy has previously been established.
- Continue to foster a culture of partnership between Board and staff.

Financial Leadership

- Direct and produce the fiscal, accounting, budget control and purchasing programs, ensuring the financial integrity and viability of the authority.
- Develop, administer, and monitor the authority's budget, ensuring responsible financial practices.

- Identify and pursue diverse funding opportunities to support HASC sustainability.
- Drive continuous improvement in processes and systems to increase organizational effectiveness.
- Demonstrate sound business practices.

Strategic Leadership

- Develop and implement strategic plans that align with HASC's mission, goals, and objectives.
- Provide visionary leadership to guide the organization in addressing the needs of the authority, its clients, and the community.
- Collaborate and support senior leadership in establishing agency priorities, and reviewing policies and programs, fostering a culture of innovation, and continuous improvement.
- Oversee and manage projects, including renovation and modernization efforts, ensuring they are completed on schedule and within budget.
- Provide direction and oversight of agency planning related to new property acquisition; rehabilitation of existing facilities; and development and construction of new properties.
- Ensure that all risks of acquisition, rehabilitation and development are evaluated, monitored, and managed.
- Support the management of authority assets ensuring property and program effectiveness and longevity.

Operations and Compliance

- Ensure regulatory compliance with the U.S. Department of Housing and Urban Development, the Washington State Housing Finance Commission, the Washington State Department of Commerce, and others.
- Maintain a strong understanding of federal housing policies and advocate for HASC interests.
- Maintain understanding and compliance with employment laws, including administration of safety policies.
- Administer personnel policy and recommend changes and updates as may be required to stay in compliance with Federal and State law.
- Oversee all aspects of contracting and procurement, ensuring compliance with regulations and best practices.
- Ensure the annual audit is completed, and any deficiencies addressed.
- Hire, train, supervise, evaluate and dismiss staff, as needed, ensuring effective performance and accountability.
- Manage emergencies.

Partnership

- Establish and maintain appropriate relations with other government and non-profit professional and services groups in the community, including city and county officials.
- Maintain necessary and effective relationships with federal, state, and local government agencies.
- Maintain necessary relationships with other agencies in similar fields including the Association of Washington Housing Authorities.
- With the Board's consensus, represent HASC in a variety of forums to contribute and collaborate to address broader housing issues.
- Establish effective relationships with HUD officials at the Field and Regional offices, community leaders and partners.

WORKING CONDITIONS AND EQUIPMENT USED:

This position functions primarily in an office environment. Work outside the office includes numerous meetings throughout the community, occasional visits to housing construction sites and other properties of the Housing Authority. Incumbents must be able to effectively utilize computers, and all related software used in HASC operations, proficiency in Microsoft Office, remote meeting programs such as Zoom or Microsoft Teams, computer printers, photocopiers, scanners, and telephone (hand and cell).

This position requires the Executive Director to work from the HASC offices at 1650 Port Drive, Burlington, WA 98233.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

- Demonstrated ability to read, interpret, and apply state, federal and local regulations, including extensive knowledge of housing programs, laws, and regulations.
- Demonstrated ability in formulating policies, developing, and administering budgets, negotiating and administering contracts, formulating program plans with goals and objectives, preparing and presenting reports and budgets and conducting effective community and public relations.
- Strong decision-making skills, organizational and time management, delegation, and follow-up skills.
- Demonstrated ability to implement strategic plan objectives and the mission and vision of the organization.
- Mission driven leader with strong and effective leadership and supervisory skills; demonstrated ability to collaboratively set goals, provide direction, ensure accountability, and motivate others to achieve and overcome barriers.
- Demonstrated ability to develop, maintain and inspire others to buy into the vision of a growing collaborative organization.
- Demonstrated ability to assess opportunities and mitigate strategic risks, while monitoring progress and making timely course corrections.
- Skill and ability to effectively communicate with diverse populations.

- Demonstrated ability to establish effective working relationships with employees, clients, partners and the public.
- Demonstrated ability working with policymakers and government agencies to educate and influence policy.
- Excellent written and verbal communication skills, including comfort with public speaking.
- Demonstrated analytical and problem-solving skills.
- Knowledge of construction techniques and practices.
- Understand local government housing policies and comprehensive plans.
- Understand local transit plans and understand how routes can assist HASC tenants.

Education and Experience

- Bachelor's degree in business, public administration, management or related fields is required.
- Public Housing Manager (PHM) certification is required within 12 months of employment.
- At least 7 years of experience in management of relevant federal housing programs through the U.S. Department of Housing & Urban Development, U.S. Department of Agriculture, affordable housing finance programs including low-income tax credit, property acquisition, property development, property management, and property renovations.
- Five years of progressively responsible supervisory experience.
- Demonstrated success leading an organization and motivating others within a fast-paced constantly changing work environment.
- Master's degree in business, public administration, management or related fields is preferred.
- Spanish language skills are preferred.

Licenses or Certificates

- Valid Washington State Driver's License (within 30 days of employment) and an acceptable driving record (according to the organization's standards).
- Present documentation sufficient to establish identity to work in the United States.
- HASC requires passing a criminal background check

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.