



## Position Description

<b>Position title</b>	<i>Executive Director</i>
<b>Reports to</b>	<i>Governing Board</i>

### Housing Authority of Utah County's Mission

We assist families in obtaining safe, affordable, and energy-efficient housing as they strive to achieve self-sufficiency and improve the quality of their lives.

### Housing Authority of Utah County's Values

All employees are expected to live by these values during their work hours. Additionally, because our private actions have an impact on the way the Housing Authority is perceived in the community, all employees are also expected to live by these values outside of work hours.

- **Integrity.** We are honest with ourselves, our clients, our partners, and the community. Integrity is part of our nature and guides all we do and say.
- **Professionalism.** We are proficient and competent in all we do. We strive to continually improve our own capabilities and to always do our best.
- **Partnerships.** We cannot fully achieve our mission and vision without the help of others. We value collaborative efforts with others—individuals, nonprofits agencies, and government entities—whose missions and work aligns with ours. We work to build, sustain, and improve these partnerships.
- **Understanding.** We seek to continually understand the circumstances, perspectives, opinions, problems, and opportunities of clients, partners, funding agencies, and each other. We will act only after seeking to fully understand.
- **Respect.** Our respect for others is paramount. This respect is seen in the way we speak to and speak of others; we are courteous, thoughtful, and kind in all our interactions.
- **Safety.** We follow all safety rules and practices to protect the health and welfare of ourselves and others, even if it takes more time, is less convenient, or troublesome in any way.
- **Fiscal Responsibility.** We acknowledge that our success depends on our being good stewards of government and donor funds. We do all that is expected in our financial transactions, adhere to all policies, maintain appropriate transparency, and exercise sound judgement.

### Position purpose

*Under the general direction of the governing board, serves as the Chief Executive Officer of the agency to ensure that safe, affordable and energy-efficient housing opportunities are available to low and moderate income families as they strive to achieve self-sufficiency and improve the quality of their lives.*

### Duties and responsibilities

- *Develop basic policies to insure the effective and efficient delivery of programs and services to the general public while maintaining compliance with oversight agencies.*

- *Assist the community in a planning process to meet future housing demands of the local low-income population.*
- *Informed of regulatory changes in housing issues on a local, state and national level.*
- *Maintain an open and responsive dialogue with officials at all levels of government and with local human service agencies.*
- *Insure that all program funds are audited, accounted for and safeguarded from embezzlement, mismanagement and waste in accordance with generally accepted accounting principles and federally mandated accounting and auditing regulations.*
- *Prepare and administer all program budgets that realistically represent efficient program expenditures and excess funds and properly invested to realize return to the agency.*
- *Insures that all property and assets of the agency are properly inventoried, insured, maintained and protected.*
- *Supervises the administration of state and federal grants and contracts for rental assistance, weatherization and housing rehabilitation.*
- *Insures that all agency contracts and agreements are reviewed with the governing board.*
- *Insures that all legal documents, minutes, resolutions, financial records and client files are accurately prepared, maintained and filed for easy retrieval.*
- *Recruit competent and qualified employees to fill various agency positions in order that work assignments are carried out in a timely and efficient manner.*
- *Assess individual employee capabilities and provide training opportunities to advance their professional knowledge.*
- *Insures employee performance evaluations are completed and makes recommendations to the governing board for advancements, reclassifications and merit increases.*
- *Insures employee benefit programs are properly administered.*

#### Qualifications

- *Education: Graduation from an accredited 4-year college or university with major study in public administration or related field, and 5 years of full-time paid professional employment, or*
- *Substitution on a year-for-year basis (a) full-time paid professional related employment for the required study or (b) graduate study in public administration, business administration or related field.*
- *Specialized knowledge: Thorough knowledge of Housing and Urban Development programs, principles and practices of modern administration.*
- *Skills: Supervision, contract administration, basic understanding of accounting principles, computer software, written and oral communication, grantsmanship, public speaking, understanding of building maintenance, trades and construction techniques.*
- *Abilities: Team player, able to get along with others, review and interpret regulations, policies, etc. Quickly able to understand situation and provide resolution.*
- *Professional Certification: Certified Management Executive (CME) within 12 months of hire.*
- *Experience: Eight years of experience in the affordable housing industry with demonstrated progressive responsibilities.*

#### Other Factors

- *Supervision Exercised: Reports directly to the governing board. Supervises clerical, professional and maintenance staff. Has authority to hire and fire employees, purchase goods and services in accordance with agency policies. Make executive decisions on a day-to-day- basis in accordance with agency policies.*
- *Responsible for Contacts: Involves heavy contact with general public, community agencies and local, state and federal officials.*
- *Mental application: Highly focused and critical thinking skills for extended periods of time.*

- Physical Effort: *Typical average office environment.*

#### **Direct reports**

*General supervision of clerical, professional and maintenance staff. Direct supervision of department heads.*

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