

The Housing Authority of South Bend (HASB) is seeking a highly qualified and motivated person to serve as Executive Director. HASB administers 813 public housing units organized into 4 asset management projects (AMPs) and 2,124 Housing Choice Vouchers (HCV). HASB is located in South Bend, Indiana, 5 miles from the Michigan border, equal distance from Illinois and Ohio, and 93 miles from Chicago. South Bend, Indiana is also home to the University of Notre Dame.

**The Position of Executive Director**

The Executive Director reports directly to the Board of Commissioners and is responsible for the operation of an agency with an annual operating budget of $16 million (of which $2.7 million is public housing and $13 million is the Section 8 HCV program) and a staff of 57. The Executive Director will be responsible for all of the agency’s operations, including administration, management, development, and financial control. HASB’s activities for which the Executive Director will be responsible include public housing, the Section 8 voucher programs, Family Self-Sufficiency, and HUD’s Lead Base Paint program. The salary for this position will be based on qualifications and experience.

**How to Apply**

To be considered for this position, please mail all required information to:

Ms. Eula Milon, Administrative Services Manager

Housing Authority of South Bend

501 Alonzo Watson Drive

South Bend, Indiana 46601

**Due Date:** All applications must be received **November 20, 2019**.

Your application must include all of the following:

* A cover letter summarizing your qualifications and interest.
* A current resume.
* A completed Housing Authority of South Bend employment application.
* A writing sample on a topic related to the administration of a public housing authority.

Questions about the application requirements or process can be sent to Ms. Eula Milon, Administrative Services Manager at (574) 235-9146 or via email at [milone@sbhaonline.com](mailto:milone@sbhaonline.com).

**HOUSING AUTHORITY OF SOUTH BEND**

**Job Description**

**Job Title:** Executive Director

**Department:** Executive

**Reports To:** Board of Commissioners

**Supervises:** Direct and Indirect Supervision of all Housing Authority Employees

**FLSA Status:** Salaried/Exempt

**Work Schedule:** Full Time/Generally works a nine hour shift

**O.T. Required:** Occasionally works evenings and weekends

**Prepared By:** Board of Commissioners

**Prepared Date:** October 2013

**Approved By:** Board of Commissioners

**Approved Date:** October 2013

**SUMMARY OF JOB**

The Housing Authority of South Bend (HASB) is seeking a highly qualified and motivated person to serve as Executive Director.

The Executive Director is appointed by and responsible to the Board of Commissioners (BOC) and is charged with providing leadership, overall direction and administration of the operations of the Housing Authority. The work involves: planning, organizing, directing and evaluating the operation of all public housing programs, Section 8 HCV programs, and any new programs. Work includes making decisions involving implementation of policies developed in conjunction with the Board of Commissioners and exercising independent judgment within the framework of established policy, procedures, and laws. Performance of the duties requires the application of executive level skills with considerable public relation and advocacy ability and the exercise of initiative, tact, and professional judgment. Supervision is exercised over all professional, administrative, and technical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is representative and does not limit the Board of Commissioners' discretion to assign additional duties and responsibilities, as they deem appropriate.

1. **Knowledge of Programs.** Demonstrates knowledge of the public housing and Section 8 HCV programs, including federal, state, and local regulations impacting these programs.
2. Reviews and studies HUD regulations, notices and other documents that may impact the policies and practices of the agency, interprets information and determines appropriate action, and recommends policy development or policy revision to the Board of Commissioners.
3. Administers directives and policies of the Board of Commissioners in compliance with federal regulations including admissions, occupancy and rent collection policies, and procurement and disposition policies.
4. Researches new programs and sources of housing assistance funds; evaluates prospects and makes recommendations to the Board of Commissioners.
5. Recruits consultants and professionals, as needed, for appropriate services to conduct the business of the Housing Authority.
6. Ability to plan, organize, and develop a variety of operational and management programs and procedures.
7. Must have excellent reading and communications (oral and written) skills and the ability to present ideas and information in a clear and concise manner. Must have the ability to speak to large audiences and to communicate effectively with people from a broad range of socio economic backgrounds.
8. Knowledge of the local, state, and federal law as governing public and other subsidized housing programs, including: health and fire regulations, landlord/tenant relationships, leasing of property, and evictions.
9. Knowledge of the laws and regulations governing bonded indebtedness, handling bids, and the preparation and execution of contracts and agreements.
10. **Board Relations.** Keeps all members of the Board of Commissioners informed of current situations and consult with the Board as required on matters of policies and operations; arranges for meetings; plans agenda, provides data and study materials.
    1. Attends Board meetings, advising and making recommendations on policies and matters; such as, fiscal affairs, construction and modernization of developments, and maintenance of existing properties.
    2. Informs the Board of Commissioners of developments, progress and opportunities.
    3. Ensures that the Board is kept informed on conditions, operations, and all important factors influencing the overall organization’s performance.
    4. Prepares correspondence pertaining to the Board of Commissioner’s actions, broad policy matters, and complex or controversial matters.
    5. Knowledge of the purposes, policies, and regulations of the Housing Authority, as established by the Board of Commissioners or as set forth by HUD regulations.
    6. Provides a written Director’s report, including financial status, each month, and is able to discuss reports at each Board meeting.
11. **Financial Management.** Directs and reviews the development of a housing plan, programs, and organizational budget.
    1. Reviews and tentatively approves annual budgets and budget revisions prepared by the Housing Authority and submits to the Board of Commissioners and HUD for approval.
    2. Supervises and participates in the preparation of federal and other grant applications for funding; researches other sources of funding.
    3. Deals with financial institutions, sets up accounts, authorizes expenditures, signs checks, and maintains budget controls, and reviews financial and status reports.
    4. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.
    5. Knowledge of the objectives, programs, budgetary needs, and organizational structure of the Housing Authority.
    6. Assures fiscal compliance with all federal regulations and grant programs.
    7. Ensures that the agency is fiscally sound and operated in accordance with generally accepted accounting principles, board and agency policies and procedures, and all other applicable rules and regulations.
    8. Ensures the budget supports implementation of the strategic plan.
12. **Administrative Duties.** Performs administrative responsibilities related to agency operations, contracts, and human resources.
13. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
14. Executes all resolutions and orders of the Board of Commissioners and requirements of HUD, preparing and signing contracts, agreements, and other instruments, and organizing administrative and technical staff to carry out programs.
15. Ensures timely reporting to HUD and other entities.
16. Supervises all phases of the Housing Commission's operations, consulting employees in conference, reviewing records and reports, and periodically inspecting the condition of Commission-owned buildings and grounds.
17. Participates in the handling of bids, supervising the advertising and evaluating of bids received and making recommendations to the Board of Commissioners concerning the awarding of contracts.
18. Responsible for executing and maintaining all contracts, agreements, documents, and records for the Housing Commission, making certain that all phases of operations are implemented on schedule.
19. Consults Commission's Legal Counsel on new resolutions of the Board, contracts, agreements, or other matters requiring legal interpretation or advice.
20. Directs processing of Bond Issues.
21. Develops and maintains competent managerial staff through hiring, training, supervising, motivating, promoting and providing adequate compensation and benefits plans.
22. Coordinates the selection of other staff members.
23. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
24. Responsible for personnel administration duties for the Commission, which include: interviewing applicants, selecting and hiring individuals, appointing individuals for key positions, completing performance evaluations, making recommendations for merit increases, counseling, handling disputes, and instigating disciplinary actions.
25. Ultimately responsible for salary administration, employee relations, training, Affirmative Action and personnel practices and procedures.
26. Establishes a working environment that inspires continuous growth, fostering cooperation and communication and contributes to the organizational goals.
27. Ability to orient other workers and to explain organizational policies, rules, regulations, and procedures.
28. Ability to understand, act on, and interpret policies, regulations, and procedures, as set forth by the Housing Authority and/or HUD.
29. Promotes and ensures customer/resident satisfaction with their housing and in their interactions with HASB staff.
30. **Community Advocacy.** Coordinates with a variety of stakeholders to maintain and enhance agency operations and programs, including government officials, community organizations, media representatives, contractors and residents.
31. Maintains positive public relations profile by participating in various advisory committees and professional organizations; attends public meetings as the Housing Authority’s representative and serves as primary contact person with news media.
32. Develops and directs a comprehensive public relations plan to improve the image of the agency.
33. Consults with individuals, groups, or agencies to develop health, educational, welfare, and recreational programs for residents, and to sponsor legislation beneficial to the Housing Authority’s interests.
34. Represents the Housing Authority in meetings with HUD representatives, federal, state, and local officials, public and private organizations, consultants, residents, and the general public.
35. Enlists through community and government relations programs the understanding and commitment of community leaders and government officials in carrying out the objectives of the agency.
36. Meets regularly with residents, neighborhood groups, and community leaders regarding agency programs and services.
37. Maintains contact with various HUD Officials in the Field and Regional Offices.
38. Advocates for the agency and its residents at local, state and federal levels and represents the programs and point of view of the organization to other agencies and general public.
39. Ability to establish and maintain effective working relationships with coworkers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials.
40. Knowledge of community/social services available locally and through state and federal agencies and/or funding sources.
41. Performs related tasks, as required by the Board of Commissioners.
42. **Executive Leadership Skills.** Ensures the agency accomplishes its mission and meets the needs of its residents.
43. Coordinates and motivates staff to provide quality housing and excellent customer services to HASB residents.
44. Performs strategic planning services to ensure the housing and related service needs of the South Bend community are being met.
45. Develops policies, standards, goals and objectives for the agency.
46. Evaluates the effectiveness of the agency in terms of operating within budget limitations, marketing, planning and controlling the organization as structured.

**LEVEL OF CONTACTS**

Daily personal and telephone contact with staff at all levels of the organization. Frequent personal, written and telephone contact with HUD officials. Occasional personal and telephone contact with City officials and other political leaders on the local, state and national levels regarding housing issues. Occasional personal and telephone contact with members of the business community regarding programs and activities of the agency. Occasional personal and telephone contact with representatives of foundations and other nontraditional funding sources.

**REGULATIONS, POLICIES AND PROCEDURES**

* HUD rules and regulations
* Local and state statutes related to housing
* Fair housing opportunities
* HASB Policies & Procedures

**SUPERVISORY RESPONSIBILITIES**

Directs and supervises all staff in accordance with personnel related policies, and applicable laws and Equal Employment Opportunity guidelines. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Mediates staff disputes. Performs scheduled work performance evaluations and directs changes in status and salary. Recruits, hires and trains staff. Performs necessary disciplinary action including verbal and written warnings. Terminates employment when deemed necessary.

**DECISIONS MADE INDEPENDENTLY**

All personnel-related issues including hiring, firing, disciplining, promoting and demoting.

Public relations strategies to enhance the image of the agency.

Performance evaluations of management staff.

Solicitation of funds from various sources.

Investments.

**DECISIONS REFERRED TO SUPERVISOR**

Revisions to agency policies

Implementation of new programs

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed under Essential Duties and Responsibilities are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree with major course work in Public Administration, Business Administration, Management or related field. Minimum of five years senior-level management experience at a public housing or public-minded entity; or an equivalent combination of education, training and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from residents, clients, HUD and other regulatory agencies, or members of the business community. Ability to write and deliver speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, city officials, public groups, and/or the Board of Commissioners.

**MATHEMATICAL/ANALYTICAL SKILLS**

Ability to analyze financial information such as a balance sheet and income statement. Experience in identifying and analyzing trends in data in order to monitor and manage the Housing Authority’s operations and programs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid driver's license and must be insurable under HASB's automobile insurance.

**MACHINES, TOOLS USED**

Computer input/output device

Calculator

Automobile

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.