

Housing Authority of the County of Tulare

Job Description

Job title: EXECUTIVE DIRECTOR

Work Location: One or more of the agency office locations located in Tulare County

Department: ADMINISTRATION

Reports to: BOARD OF COMMISSIONERS

☒ Full-time
☐ Part-time

☒ Exempt
☐ Nonexempt

DEFINITION:

Under contract to the Board of Commissioners, directs, organizes, plans, staffs, develops and manages the Housing Authority and the programs with which it is charged.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs the analysis of community needs and the planning of a public housing development program to meet such needs.
- Works with official and unofficial groups to secure understanding of, and cooperation in, instituting such programs.
- Plans an organization appropriate to carrying out such programs.
- Selects and trains key personnel.
- Coordinates the activities of the organization.
- Plans an appropriate financial and budgetary program.
- Provides continuing leadership and direction to the staff.
- Directs a continuing review of methods and procedures to simplify and improve operations.
- Plans agendas for the Board of Commissioners and prepared materials helpful to the commissioners in their consideration of problems on the agenda.
- Directs the carrying out of policies adopted by the Board of Commissioners.
- Makes continuous reviews of the development, management and maintenance activities of the Housing Authority.
- Keeps abreast of the programs, policies and methods of other similar organizations to secure ideas for improving the Housing Authority's operations.
- Oversees the legislative/ regulatory activity affecting Housing Authority programs and funding.
- Assists staff members in resolving new or unusual problems.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- A Bachelor of Arts degree with upper-level course work in public administration, business, economics, political science or related courses and progressively responsible management experience in directing the operations of a housing authority.
- Minimum of ten years' experience at a deputy or assistant executive director level.
- Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

KNOWLEDGE OF:

- Extensive knowledge of the principles and practices of business/public administration, including governmental, personnel, supervision and organizational behavior.
- Public speaking, media and public-relation techniques.

- Working knowledge of governmental budgeting and accounting, state and federal laws, regulations and court decisions affecting Housing Authority operations.

SKILLS TO:

- Provide leadership to a large staff and maintain their support.
- To train subordinates and delegate responsibilities effectively.
- Maintain clear channels of communication within the organization and to express policies and procedures explicitly in oral and written form.
- Understand the needs of the community and the manner in which a housing program fits those needs.
- Plan and execute an intelligent program of public relations.
- Computer literate in MS Office software.

DESIRABLE QUALIFICATIONS:

- Experience which involved formulation and implementation of housing policy and procedures and operation of a public agency.
- Knowledge of real estate and construction.

PHYSICAL CHARACTERISTICS:

- Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator, dictation equipment and other office machines.
- Good eyesight to read/write and visually use a computer screen.
- Strength and flexibility in order to bend, reach, stoop and lift.
- Good hearing to accommodate and greet persons coming into the office and to handle telephone conversations.
- Clear speech and verbal skills in order to communicate with the public and co-workers.
- Ability to operate a motor vehicle.
- Must have ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.
- Regular attendance required.

LICENSES/CERTIFICATES:

A valid California driver's license and acceptable DMV record.

Adopted: 2/2024