

Kalama Housing Authority

Job Title: EXECUTIVE DIRECTOR

Job Summary:

Plans, organizes and directs all functions of the Housing Authority overseeing the 16 low-income housing units and administering the Housing Choice Voucher program, exercising professional and ethical judgment and initiative within policy guidelines established by the Board of Commissioners. Supervises and manages all personnel issues of KHA employees. Position reports to the Board of Commissioners. Position is for approximately 20 hours per week.

Job Requirements/Specifications:

1. Public Housing management or comparable work experience.
2. Working knowledge of HUD programs & policies.
3. Knowledge of federal and state landlord-tenant laws helpful.
4. Abilities to work with standard office equipment in small Public Housing Authority office.
5. Associates Degree or Higher – Will consider quality and quantity of work experience in lieu of education requirement.
6. Must agree to sign consent form for background check.
7. Must have valid driver's license and automobile insurance.

Principal Duties and Responsibilities:

1. Timely and accurate financial reporting and required submissions to HUD
2. Interprets and enforces Housing Authority and federal policies in the development and management of Low Income Housing and Section 8 Housing payments assistance including compliance with federal and state landlord-tenant laws
3. Administer Housing Authority policies and guide Board on updates to policy.
4. Prepare administer and present the yearly budget, the Annual and 5 Year Financial Plans for Board approval and submit these plans as required to state and federal governments.
5. Responsible for hiring, supervising and evaluating all KHA staff and directing the daily operations of KHA.
6. Responsible for accounting and budget controls and coordination with KHA Certified Public Accountant.
7. Prepares monthly budget reports, makes policy recommendations for the Board and supervises implementation of Board decisions.
8. Responsible for ongoing maintenance and modernization activities for the 16 on-site units.
9. Responsible for purchasing and inventory control.
10. Represents the KHA in conferences and negotiations, presentations before organizations and public meetings.
11. Prepares Board meeting agendas, materials and meeting minutes and maintains all official records for KHA and oversees preparations of annual report, preparing all news releases, public announcements and notices.
12. May be required to develop new housing programs with cooperation of local, state and federal governments. Work with architects, engineers and planners in preparation of plans and specifications. Enforces compliance with approved plans and specifications by contractors and developers.