**Executive Director (ED) Job Description**

Columbus Nebraska Housing Authority

Reports to: Columbus Housing Authority Board of Commissioners

Supervises: Office & Maintenance Personnel

**Performance Responsibilities:**

To ensure the efficient operation of the Columbus Housing Authority and all programs associated with the Housing Authority. The ED is responsible for the management of staff, daily operations, administration of the Housing Authority; makes recommendations for programs and policies to the Board of Commissioners and is responsible for the implementation of all Board polices and directives.

The ED is responsible for ensuring that the Housing Authority is operating in accordance with Federal, State and Local laws. The ED ensures that all applicants/tenants/clients are provided with equal housing opportunities in accordance with Fair Housing laws.

**Financial and Budgeting:**

* Manage the financial affairs of the Housing Authority, including handling of all funds, accounting procedures, reporting and long-range planning.
* Develop all budgets and administer budget control procedures.
* Prepare monthly financial and occupancy reports for the Board of Commissioners.
* Compile all accounting records and invoices for preparation of the accounting reports. Submit all accounting documents as needed to fee accountant on monthly basis to ensure time for financials to be presented at the monthly board meetings.
* Process accounts payable and accounts receivable. Co-signer on all payments, makes all bank deposits after other staff prepare deposits.
* Process monthly payroll for staff, submit payments and reports for state and federal payroll taxes. Preparing of 1099’s, 1096’s and W-2’s.
* Monitor and reconcile all bank accounts on monthly basis.
* Investment of Funds and Deposit of Monies per HUD regulations.
* Responsible for all preparation needed for annual financial audits.
* Bid preparation and process for Audits, Insurance, Fee Accounting & Legal services per Procurement policy.
* Responsible for federal funds drawdowns from HUD system for Operating Subsidy and Capital Fund expenditures.
* Prepares annual report and submit to Board for approval to be disbursed to Mayor and City Council.
* Maintain financial records per regulations.

**Administration**

* Administer all programs under the Columbus Housing Authority jurisdiction.
* Develop and administer all program policies within Dept of Housing & Urban Development (HUD) regulations and guidelines.
* Responsible for Annual Contributions Contracts for all HUD programs.
* Maintain depository Agreements with all financial institutions where Columbus Housing Authority has money according to HUD Regulations.
* Filing of Declaration of Trust with County and HUD per regulations
* Carry out all contractual agreements for Columbus Housing Authority
* Act as secretary to the Board of Commissioners. Prepare board meeting agendas and post meeting notices with the City of Columbus and clients/tenants. Prepare board meeting minutes.
* Responsible for all electronic submissions for all clients/residents on monthly basis to HUD website (50058’s)
* Responsible for all reports due to HUD- some monthly, semiannually, or annual.
* Responsible to maintain all insurances required by HUD- submit Certificate of Insurance reports to HUD annually.
* Consult with Legal Counsel as needed- policy development, evictions etc.
* Responsible for the development and execution of Annual and 5-year plan per HUD regulations
* Responsible for executing Capital Fund Plan including procurement process and other Federal regulations as Davis Bacon, Section 3. Etc.
* Determine Office equipment needs.
* Analyze office procedures and streamline procedures to assure efficiency.
* Develop and update forms, applications for various programs.
* Oversee tenant, staff, board and public use of the Community Room.
* Oversees along with a IT representative the computer hardware, software and computer security needs for the Housing Authority.
* Communicate with tenants on regular basis via monthly newsletters, flyers and at tenant activities.
* Act as contracting officer and follow procurement procedures and policies for all expenditures.
* Ensure current Certificate of Liability Insurance records are kept on all vendors and contractors.
* Have knowledge of State Housing Laws, Federal Laws, and local codes as related to Housing Issues, Fair Housing and Nebraska Tenant/Landlord Laws.
* Handle and address all tenant/client complaints and concerns.

**Human Resources/Personnel**

* Supervises and manages all staff of the Housing Authority. Keep job descriptions up to date and conduct performance evaluations.
* Responsible for the hiring of staff, including advertising, following Section 3 requirements, interviewing and on boarding of new staff.
* Keep all personnel records current and up to date.
* Provide training and/or access appropriate training for staff as needed.
* Review and certify all employee time records and process payroll by the 5th of each month.
* Assures compliance with Affirmative Action, Code of Conduct, Ethics Policy, Personnel Policy, Drug Free Workplace, Sexual Harassment, and Safety Policy.

**Property Management of Columbus Housing Authority/Heritage House Property**

* Supervise the maintenance of buildings, equipment, and grounds of the Columbus Housing Authority.
* With input from Maintenance Staff develop work schedules, and task schedules on daily, weekly, monthly & annual basis.
* Coordinate unit turnover updates and repairs. The goal is 30-day turnaround from move out until lease up.
* Along with maintenance staff, perform at least annual unit & property inspections to Heritage House property to determine physical, maintenance and management needs. Develop a modernization plan and incorporate needs in the 5-year Capital plan.
* Oversee the purchase of all maintenance supplies, equipment, and materials.

**Community & Public Relations**

* Serves as the principal contact person for the Columbus Housing Authority
* Maintain good public relations among the City, County, Chamber and other groups that may be helpful in promoting the needs of those we serve.
* Interact, partner and network with Community agencies addressing needs of housing clients and supportive issues such as Columbus Area United Way, Northeast Area Agency on Aging, League of Human Dignity , Columbus Police and Emergency Services, Columbus Community Hospital, Dept of Health & Human Services, area long term and assisted living facilities, Emergency Providers, Nebraska Dept of Labor, other income based housing providers, agencies who serve disabled and mentally ill, Senior Networking Group and other groups that could benefit clientele served by the Authority.
* Maintains active membership in the NE NAHRO (Nebraska Housing Assn) and/or PHADA (Public Housing Authorities Directors Assn)
* Represent the Housing Authority by giving presentations, serving on various panels, attending seminars and meetings; promoting housing programs in a positive manner. Reviews need to be associated with other membership organizations.
* Handles all news media (giving statements as spokesperson on behalf of the Housing Authority).
* Interacts, communicates, and networks with local, State and Federal Officials as it relates to Housing Issues and Funding.
* Addresses any problems, concerns and complaints not resolved by staff.