

REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND
Cumberland County Housing and Redevelopment Authorities (CCHRA)

EXECUTIVE DIRECTOR

Job Description

This is a full time, exempt position reporting to the board of both the Redevelopment and Housing Authorities of Cumberland County. This position performs complex professional and administrative work managing and overseeing the administration of all staff, programs and projects of CCHRA.

DUTIES AND RESPONSIBILITIES

PROGRAM MANAGEMENT - Plan, organize, guide and direct programs of the Authorities.

1. Oversee the operations of the Authorities, including, but not limited to: Operation of rental assistance programs in Cumberland and Perry Counties; Operation of the Public Housing program; Development and management of multi-family, special needs, and homeless housing programs and projects; Community development and/or redevelopment activities and programs.
2. Assign goals, programs and projects to divisions of the Authorities.
3. Evaluate and recommend program priorities to the Boards of the Authorities.
4. Ensure strict compliance of Authorities' programs and projects with all applicable federal and state guidelines, laws, and regulations.
5. Oversee administration of all contracts and ensure full compliance with same.
6. Develop and maintain cooperative relationships with relevant local, state, and federal agencies in furtherance of the Authorities' programs and projects.

STRATEGIC MANAGEMENT – Oversee the development and implementation of a strategic plan.

1. Consult and advise the Authorities' respective boards of directors on programs, policies, budget matters, and any other issues requiring the boards' involvement.
2. Develop expected outcomes and track results for goals, programs and projects implemented in furtherance of the plans and strategies of the Authorities.
3. Prepare and/or coordinate the preparation of a wide range of complex correspondence, staff reports, resolutions and other documents for the Authorities.
4. Represent the Authorities at public hearings and meetings.
5. Actively engage in advocacy at the state and federal levels in support of affordable housing and community development legislation in furtherance of the Authorities' goals.
6. Represent the Authorities at local, state, and national housing and redevelopment associations and other events.

RESOURCE MANAGEMENT – Oversee Financial, Personnel and Information/Communication.

1. Plan, organize, direct and administer financial activities of the Authorities.
2. Ensure efficiency in regard to financial and resource management.
3. Monitor and analyze revenues and expenditures.
4. Oversee preparation of the budgets for Authorities' administrative, Public Housing and all other programs and projects as applicable.
5. Oversee financial compliance, including, but not limited, preparation of an annual audit of the Authorities' operations and programs.
6. Supervise directly or indirectly all staff of the Redevelopment Authority and delegate supervisory responsibility to subordinate staff in accordance with sound management and organizational needs.
7. Following consultation with appropriate staff is responsible for any and all hiring, promotions, and disciplinary actions consistent with the Redevelopment Authority's personnel policy.
8. Oversee human resources functions including: training, development, compensation and benefits, employee relations, performance evaluation and recruiting.
9. Promote regular and ongoing opportunities for staff feedback and support an open-door policy.
10. Initiate, recommend, and implement changes and revisions to policies and procedures.
11. Oversee information technology (IT) strategy implementation to deliver cost efficient solutions that support the Authorities' objectives, including upgrading and maintaining the Authorities' website and computer hardware/software.

EDUCATION AND EXPERIENCE

1. Master Degree in Public Administration or equivalent plus a minimum 7 years experience at the senior management level in developing housing opportunities for lower income households, executing plans and strategies in order to improve and enhance housing services, overseeing community development and/or redevelopment activities, or an equivalent combination of education and experience required.
2. Knowledge of funding of affordable housing and community and economic development programs required.
3. Demonstrated success in managing a moderately large and complex organization required.
4. Experience in advocacy and effective public relations required.
5. Evidence of ability to establish and maintain an effective positive working relationship with staff; directors; federal, state, and local officials and organizations; and the media required.

6. Demonstrated success in securing and administering housing, community development, and redevelopment funds required.
7. Ability to prepare and issue clear and concise instructions, reports, letters, and public statements, both written and oral required.
8. Successful development and implementation of a strategic plan required.
9. Successful development, implementation, and evaluation of management systems and subsystems required.
10. Demonstrated working knowledge of public laws, regulations, contract procedures, and policies relevant to housing, community development, and redevelopment organizations preferred.
11. Demonstrated progressive experience and achievement in affordable housing, community development, and redevelopment programs and activities preferred.
12. Knowledge of real estate development and finance preferred.
13. Demonstrated history of positive working relationships with federal, national, state, and local officials, funding sources, and organizations preferred.

PERSONAL QUALIFICATIONS

1. Good people skills, tact, consideration, courtesy and patience are a must. Neat, clean and appropriate appearance.
2. Individual must be dependable and have integrity.
3. Must possess a driver's license and have a clean driving record. Use of personal vehicle is a must to travel between sites.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

1. Work involves sitting, standing, walking, hearing and speaking on the phone, operation of computer and ability to view computer screen for extended period of time.
2. Frequently handles objects weighing up to 10 pounds.
3. Majority of work is performed inside in an office setting; however, some work is performed during off-site including project site visitations and meetings with a variety of officials.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.