

## **EXECUTIVE DIRECTOR Dane County Housing Authority**

### **DEFINITION**

Serves as the Executive Secretary to the Dane County Housing Authority Commission and directs all activities of the Housing Authority. Responsible to the Commission for the administrative, programmatic, and financial operations of the Authority. Maintains relations with public agencies, private developers and realtors, and governmental bodies and agencies. Performs related duties as required.

### **EXAMPLES OF DUTIES**

- Supervises the maintenance of adequate and correct accounts of all properties and business transactions of the Authority in conformance with requirements of all funding sources, including reports on assets, liabilities, receipts and disbursements. Supervises preparation of and submits all required financial reports in a timely manner. Signs Authority checks. Maintains adequate insurance coverage for the Authority. Invests excess funds in accordance with the Commission's written policy. Collects rents and other valid charges.
- Directs the planning, development, management, occupancy and maintenance of the Authority's housing programs and projects.
- Plans and develops an organizational structure appropriate to the needs of the Authority's programs. Trains and evaluates personnel (including hiring, disciplining and firing). Supervises and provides continuing leadership and direction to a staff of 15-20 persons. Periodically reviews the organization and makes modifications as necessary to promote efficiency and economy.
- Develops and proposes program, personnel and budget plans, priorities, and policies for Commission consideration and approval. Develops and implements administrative procedures to carry out approved policies and programs.
- Directs the planning of low income and moderate income housing projects and programs to meet county needs. Works with community officials, non-profit groups, private developers and realtors, and governmental bodies and agencies to achieve acceptance of the Authority's programs and goals.
- Prepares proposed operating budgets and recommends revisions of adopted budgets when necessary.

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- Serves as the Authority's principal contact with the Farmers Home Administration, Wisconsin Housing Finance Authority, Federal Department of Housing and Urban Development and other financing sources.
- Prepares the Authority's annual report. With Commission approval, plans and conducts public relations programs to promote general public understanding and acceptance of the Authority's housing programs.
- Maintains liaison with other housing authorities and state and federal agencies to exchange information on development and management techniques.
- Performs such other related duties as may be required to carry out the responsibilities of the position.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in business administration, public administration, urban and regional planning or a related field and three years managerial experience with an agency responsible for the administration of public housing and rental assistance programs.

Knowledges and Abilities: Extensive knowledge of federal housing programs and related guidelines for grant applications; considerable knowledge of management principles and practices, including personnel supervision; ability to perform needs assessment, program planning, program implementation, program evaluation and financial control; ability to communicate effectively, orally and in writing; ability to establish and maintain effective relationships with governmental officials, employees, realtors, developers, landlords, agency clients and the general public.

Special Requirements: Possession of or acquisition of, within one year of appointment, a Public Housing Manager certification.

Note: This is not a Dane County position and is not a civil service position. The Dane County Housing Authority is a governmental agency which operates independently of Dane County Government.