

# Executive Director

## Traverse City Housing Commission

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The Executive Director will conduct all business of the Traverse City Housing Commission in accordance with established Commission Policy, Local, State, and Federal Law. Administer all Housing Commission facilities and programs and manage all staff persons. Position requires extensive interaction with Federal, State, local government(s), and community organizations.

This position involves complex administrative work requiring extensive knowledge in Federal housing programs, community development, and effective business applications. Incumbent is responsible for planning, organizing, directing and managing all facets of the Housing Commission operation based upon the strategic direction set forth by the Housing Commission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The specific functions and daily work of the Executive Director will center on the four primary strategic goals established in the Strategic Plan:

#### **1. Expand affordable housing inventory and range of options.**

- Develop key partnerships in the private, public, and nonprofit sectors to support and to accelerate real estate development.
- Track best practices in affordable housing in other markets; learn, share and test emerging models with the Housing Commission.
- Investigate development opportunities on potential properties across multiple local jurisdictions (with both zoning restrictions and use by right).
- Create, manage, and evaluate development teams for each project.
- Build and maintain relationships with local elected and appointed officials in the communities where projects may be placed in service.
- Establish long-term relationships with financial institutions and other financial investors of affordable housing.

#### **2. Create opportunities for residents to improve quality of life and achieve individual successes.**

- Identify program and service needs and determine what TCHC will develop and deliver and what program and services needs community partners will deliver.
- Establish a maintenance process that ensures safe and well-maintained properties.

#### **3. Foster an environment of innovation and excellence.**

- Recommend a plan of operation, administrative policies, organization and staffing requirements that support achieving a high-performance standard as outlined by applicable Federal guidelines. Implement and monitor approved policies and procedures.
- Plan, organize, staff, control, direct and supervise the development, modernization,

administration, management, and maintenance of all federal and state programs, policies, and procedures.

- Insure timely and effective preparation and regular evaluation of program budgets. Act as a steward of Federal, State and local funds and strive to ensure the cost-effective, efficient operation of the Housing Commission.
- Insure regular and periodic evaluations of personnel, facilities, programs to foster continuous quality improvement.
- Responsible for all financial activities of the Housing Commission including but not limited to a thorough review and reconciliation of account balances for federal programs on a monthly basis. The Executive Director is the staff signatory for checks issued from these program accounts.
- Act as *Chief Purchasing Agent* for materials, tools, equipment, supplies, systems, etc., and *Chief Contracting Officer* for service, maintenance, construction, and other contracts.
- Review, approve, and implement regulations and notices from governmental and/or regulatory agencies and respond when appropriate and in a timely manner.
- As necessary, attempt to resolve program participant disputes.

#### **4. Increase community engagement and understanding of our work.**

- Present periodic reports to the Housing Commission concerning business of the TCHC. Provide updates as needed on the status of all planning documents. Prepare various informational and required reports to the U.S. Department of Housing and Urban Development, the City of Traverse City, the State of Michigan, other agencies and the general public. Secure Housing Commission approval of business-related actions that require such approval.
- Act as spokesperson and public relations officer regarding Housing Commission programs and proposals. Represent Housing Commission interests in all dealings with the public, government organizations, and all groups and individuals having interest in the operation of the Housing Commission.
- Develop a communication plan to share our vision, our plan and to report on our progress.
- Develop, implement, and track an outreach and advocacy initiative focused on public officials.

#### **5. Other:**

- Hire, develop, discipline, train, direct, and as necessary, terminate Housing Commission staff. Complete bi-annual evaluations of supervisory-level staff positions. Organize Housing Commission personnel, facilities, programs for proficient operations.
- Delegate functional and supervisory responsibilities to key staff persons to ensure economic and efficient program performance. Exercise general oversight of delegated functions.
- Responsible for other related activities and/or duties as may be assigned by the Housing Commissioners.

**Note:** *The above statements are intended to describe the general nature and level of work being performed by people assigned this position. Such statements are descriptive and explanatory, but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The listing of particular examples of*

*duties does not preclude the assignment of other tasks of related kind or character or of lesser skills.*

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

**EDUCATIONAL BACKGROUND & EXPERIENCE:**

- Bachelor's degree from an accredited college or university required.
- Minimum 5 years' experience in management and administrative positions with increasing levels of responsibility.
- Additional experience or direct experience in public housing program management considered in lieu of education.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrated operational understanding of Federal, State and Local laws relating to housing programs.
- A thorough knowledge of administrative management and business practices.
- Demonstrated capacity to implement such practices.
- Demonstrated ability to maintain relationships with employees, tenants, and the public and governmental agencies.
- Demonstrated high degree of initiative and independent judgement in securing and implementing new innovative ideas and programs.
- Must be able to handle complex situations that may include several abstract variables.

**PHYSICAL REQUIREMENTS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this position, the employee is regularly required to sit, bend, walk, talk or hear and to use hands to finger, handle, or feel objects, or lift objects not greater than twenty (20) pounds. There are no special visual requirements that cannot be accommodated with corrective lenses. Work generally takes place in office surroundings where noise and exposure to adverse situations is controlled to a low, or non-existent level.

**ADDITIONAL REQUIREMENTS:**

Requires the ability to apply principles of logical scientific thinking to define problems, collect data, establish facts, and draw valid conclusions, to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and to deal with several abstract and concrete variables. In addition, this position requires the ability to utilize mathematical formulas; conduct complex calculations and apply and interpret statistical inference and theory.

**CERTIFICATES & LICENSES:**

- Must possess valid State Driver's License with evidence of insurability.
- Must be Bondable.
- Must submit to, and pass, a drug test/screening prior to beginning employment with the Traverse City Housing Commission.

- Must attain significant progress towards the PHM certification before the end of first employment contract.

**LIMITATIONS AND DISCLAIMER:**

*The above position description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skills.*

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.*

**SALARY RANGE:**

Salary range is from \$110,000 - \$130,000, commensurate with the position being offered and the individual experience of the employee.

**BENEFITS:**

Vacation, holiday pay, personal days, sick leave, health insurance, life insurance, FSA, LTD, 401(a), IT expense allowance.

**WORK SCHEDULE:**

- This position is fulltime Monday-Thursday, 8am-5pm and Friday, 8:00am – NOON.
- This position is fully onsite

Traverse City Housing Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.