

INKSTER HOUSING COMMISSION – EXECUTIVE DIRECTOR JOB POSTING

The Inkster Housing Commission (“IHC”) of Inkster, Michigan, is seeking to secure a strong candidate for the position of Executive Director. The IHC manages 734 units of Public Housing and 751 Housing Choice Vouchers. The IHC also manages a non-profit with the mission of promoting affordable housing.

The Executive Director is directly responsible for the administration of the IHC and the management of its programs in compliance with local, state and federal regulations and sound business practices.

The Executive Director will have full and complete responsibility for directing all Operations, capital improvements, maintenance activities, managing a staff and reporting on a monthly basis to a 5-member board of commissioners. This position is a full time position with a salary range based on qualifications and experience.

Qualified candidates will have an appropriate combination of education and experience as follows: A Bachelor’s degree in business, public administration or a related field (a Masters is preferred) from an accredited college or university; a minimum 10 years of experience within a public or private sector organization or government program where you were part of the management team; at least 5 years of progressively responsible management experience that demonstrate strong leadership skills with a minimum of 3 years senior management/executive leadership experience. Preference will be given to experience related to Public Housing, Housing Choice Voucher and affordable housing development.

Qualified applicants should submit an application package which includes: 1) a letter of intent with salary and total compensation expectations; 2) a current resume with salary and total compensation history; and 3) a minimum of (3) three professional references. Failure to include all of the above named items in the submission may result in disqualification.

Application packages should be submitted via email to (no phone calls):

Inkster Housing Commission Chair
c/o Carolyn Smith
Smithe@inksterhousing.org

Deadline for submissions is October 5, 2018 at 5:00 p.m.



EXECUTIVE DIRECTOR

CLASSIFICATION – Management, FLSA Exempt

GENERAL DESCRIPTION

Directly responsible for the administration of the Inkster Housing Commission and the management of its programs in compliance with local, state and federal regulations and sound business practices

REPORTS TO

Board of Commissioners

SUPERVISES

Director of Housing Management
Director of Finance
Resident Services / Grants Coordinator
Section 8 Coordinator
Director of Maintenance
Modernization Coordinator
Administrative Assistant

ESSENTIAL FUNCTIONS

An employee in this class may be called upon to perform any and all of the tasks listed below. This list of examples does not include all of the tasks, which the employee may be asked to perform.

- Serves as Chief Executive Officer of the IHC, Stays abreast of all changes in federal, state and local laws and regulations affecting housing operations
- Establishes and maintains all official records of the Commission, and executes contracts and other documents on behalf of the IHC.
- Provides effective leadership to the IHC and its employees, Determines, in collaboration with key staff, the priorities of each department. Promotes teamwork and cooperation among employees

- Interprets and enforces IHC's personnel policy, Approves personnel actions as described in the policy. Directly supervises the above personnel, Conducts performance appraisals and initiates personnel action as appropriate
- Establishes performance goals for each department designed to help IHC meet its mission and achieve HUD's performance goals, Monitors performance of each department to improve performance
- Oversees the sound financial management of IHC, Confers with the Director of Finance on budget preparation; approves budgets for presentation to HUD, Delegates necessary budget authority to heads of each division and reviews monthly financial expenditures and contracts for goods and services as required by the Procurement Policy
- Approves plans for effective management and maintenance programs designed to preserve IHC's housing stock and improve living conditions for tenants, Monitors the success of the programs through routine review of data and reports, and regular visits to the developments
- Oversees all legal matters on behalf of the Authority with technical assistance and guidance from IHC's Legal Counsel, Reports to HUD on the status of all pending and threatened suits to which IHC is a party
- Reviews all financial audit and management review findings and takes steps to correct deficiencies found. Prepares responses to HUD
- Reviews and approves applications for funding physical rehabilitation and management improvements under HUD's Modernization and Capital Fund Programs
- Engages in immediate and long range planning to assure sound administration of all IHC programs and to address the housing needs of the community
- Establishes and maintains positive working relationships with government officials, elected representatives, and HUD staff, Attends meetings and provides information on the status of Commission activities as appropriate
- Represents IHC in the community and serves as the Authority's primary spokesperson Fosters a positive image for the IHC and its tenants, Oversees

the preparation of press releases, annual reports and other publications informing the public of IHC activities

- Establishes and maintains good working relationships with tenants and tenant groups
- Performs other duties as necessary to the sound administration of the Authority

PERFORMANCE STANDARDS

The Executive Director will be held to the following Performance Standards. Job performance under these standards will be factored into annual employee performance review.

- IHC achieves at least “standard performer” scores on all performance indicators under PHAS or other HUD performance assessment programs
- Demonstrates effective leadership skills as evidenced by the performance and motivation of key staff
- Manages IHC personnel matters in a professional manner and in accordance with internal policies and applicable laws and regulations
- Manages and maintains IHC properties professionally and in a manner that contributes to the mission of the Commission to provide decent, safe and affordable housing
- Reveals compliance with both HUD audits and internal reviews of assigned operations with program regulations and adheres to sound business management practices
- Conducts authority business in a manner that avoids undue vulnerability to lawsuits; handles legal matters promptly and professionally
- Provides IHC and its residents with quality public services; enforces cooperation agreements and contracts stipulating these services
- Attendance is reliable; leave that does not exceed the amount permitted, the employee has no unexcused absences from the job, and the employee is available to work during non-business hours when need arises

QUALIFICATIONS

EDUCATION Bachelor's degree in public administration, business administration, urban studies or related field is required, Master degree is desirable. Public Housing Manager (PHM) Certification required or can meet this requirement within six (6) months of employment

EXPERIENCE Eight (8) or more years of progressively responsible experience administering subsidized housing programs, with no less than (2) years as a chief executive officer or deputy officer, PHA experience, particularly successful experience administering a troubled PHA, desirable

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive experience with HUD regulations affecting PHAs
- Strong leadership and organizational development skills
- Effective staff supervision skills
- Excellent public relations skills
- Ability to relate well to tenants and tenant groups
- Excellent oral and written communication skills

OTHER REQUIREMENTS

- Must be bondable
- Must acknowledge and agree to maintain a drug-free workplace as a condition of employment with Inkster Housing Commission
- Must possess a valid Michigan State driver's license and an insurable driving record

PHYSICAL NATURE OF POSTION

POSITION REQUIRES THE FOLLOWING PHYSICAL ABILITIES

- Ability to sit for extended periods

- Ability to communicate orally and in writing
- Ability to carry, handle and move file folders, pens, and other common, light office materials
- Ability to read and comprehend reports, correspondence rules, regulations, laws and procedures
- Ability to physically operate personal computers, copiers, facsimile machines, telephones and other common office machines and equipment

POSITION MAY BE EXPOSED TO

- Verbal Abuse
- Vision Strain
- Repetitive motion
- Airborne particles
- Pests and pesticides
- Odors

ADDITIONAL INFORMATION

This is a contractual position. Renewal of the employment contract is at the discretion of the hiring body of the Commission and based upon employee performance and compliance with IHC policies and procedures.