

GALLIA METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer
POSITION DESCRIPTION

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| | | |
|-----------------------|------------------------|---|
| Employee Name: | | Position Title: Executive Director |
| Reports to: | Board of Directors | |
| Normal Hours: | M-F; 8:00 am – 4:30 pm | Employment Status: Full-time |
| FLSA Status: | Exempt | EEO Status: 01 - Administrator |

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's Degree in Business Administration, Public Administration, Finance, Urban Studies or a related field, and two (2) years of experience in administration, management, and operation of a PHA or property management with additional experience in planning, funding, and implementation of public sector programs; any equivalent combination of education, experience, and training, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must be able to work beyond the normal working day.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a Public Housing Management Certification, or obtain certification within one year of employment with the Authority; must possess a valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the Authority's insurance provider.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, personal computer, applicable computer software, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; has to work irregular hours.

Note: in accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

50% (1) Serves as Chief Executive Officer; maintains oversight on regular/annual books of accounts, showing receipts and expenditures, and rendering to the Board of Commissioners at each regular meeting, or more often if requested, an account of transactions and information related to the financial condition of the Authority; provides direct or indirect supervision to all staff (e.g. recommends hiring, discipline, and firing; evaluates performance; interviews applicants; trains employees; has access to personnel files; develops policy; etc.); submits budget to the Board.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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25% (2) Develops Authority-wide policy; makes final decisions on operational strategy; makes final decisions on personnel decisions as delegated by the Board; conducts staff meetings; maintains oversight of all projects; responsible for the supervision and procurement of all materials and supplies to be used in the operation of the Authority and its properties; responsible for all contacts between the Authority and HUD or other public and private agencies, including but not limited to, carrying out all contractual agreements; has signature authority as delegated by the Board of Commissioners.

10% (3) Serves as Ex-Officio Secretary of the Authority and maintains all records of the Authority; serves as Secretary of the meetings of the Authority and records all votes and keeps the records of the proceedings; prepares agendas for the Board meetings and keeps the seal of the Authority in safe custody.

10% (4) Serves as a liaison to the Community; develops strategy to maximize the public image of the Authority; attends community events/meetings.

(5) Maintains required licensures and certification, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (8) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: bookkeeping; budgeting; safety practices and procedures; agency goals and objectives*; agency policies and procedures*; government structure and process; government grant programs; bid requirements; personnel rules and regulations; office practices and procedures; English grammar and spelling; telephone operations; community resources and services; public relations; social services policies, programs, rules, and regulations; HUD regulations; supervisory principles and practices; manpower planning; human resources; project management; business administration; public administration.

Skill in: computer operation; use of modern office equipment; motor vehicle operation.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within a familiar context; recognize unusual or threatening conditions and take

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appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare accurate documentation; compile and prepare reports; conduct effective interviews; train or instruct others; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; answer routine telephone inquiries; develop and maintain effective working relationships; handle sensitive inquiries from other officials or the public; resolve complaints; travel to or gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

All employees (directly or indirectly)

(Signature of Board President)

(Date)

(Signature of Employee)

(Date)

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