

## DETROIT HOUSING COMMISSION POSITION DESCRIPTION

POSITION TITLE:	Executive Director/Chief Executive Officer
DEPARTMENT:	Executive Office
FLSA:	Exempt
REPORTS TO:	Board of Commissioners

### General Summary

The purpose of this position is to serve as chief executive officer for the Detroit Housing Commission; to plan, organize, and direct a comprehensive program of public housing administration and development, neighborhood revitalization, Housing Choice Voucher (HCV) administration, affordable housing administration, and neighborhood development; oversee community, social, cultural, and individual enrichment programs for residents as prescribed by the U.S. Department of Housing and Urban Development (HUD); oversee administration of grants and related federal assistance programs; plan, develop, and implement policies and objectives in accordance with Board directives; direct the coordination of activities of the departments and divisions of the Commission to achieve operational efficiency; analyze budget proposals and modifications, oversee budget development and present the organizational budget to the Board for final approval; confer with Commission personnel; and review activities, reports, and data to determine whether goals have been met and whether changes would benefit the organization. This position reports to and is under the general supervision of the Board of Commissioners.

### Supervisory Responsibilities

Responsible for the supervision of Housing Commission staff; carries out supervisory responsibilities in accordance with Board and Commission policies, procedures and applicable federal, state, and local laws.

### Essential Job Functions

- A. Oversee the operation of low-income housing, Housing Choice Voucher, redevelopment, and other programs of the Commission.
  - 1. Establish and oversee implementation of policies and procedures to assure that all operations of the Commission function in accordance with Board directives, and HUD regulations.
  - 2. Monitor Housing Commission operations by reviewing records and reports, and assure that PHAS, SEMAP, and other reports are submitted to HUD in a timely manner, and that scores are acceptable.
  - 3. Direct and coordinate activities of redevelopment programs, federal and other special programs.
  - 4. Provide executive oversight and input in budget planning.
  - 5. Confer with the Commission's Executive staff regarding matters related to their respective areas of responsibility and matters with general applicability to the organization.
  - 6. Resolve disputes, aggravated problems, or other matters not resolved at a lower level.

7. Serve as contracting officer for the Commission, which includes preparing or directing preparation of contracts, agreements, and other instruments, signing on behalf of the Commission, assuring that provisions of contracts and agreements are followed, and authorizing payments.
- B. Represent the Housing Commission in the community, with HUD, and other groups and agencies, and stay abreast of developments and trends in public housing, HCV, and affordable housing.
1. Consult with individuals, groups, and agencies regarding the development of programs or legislation that would affect the Commission.
  2. Participate on various advisory committees, and civic organizations in order to promote public housing, and maintain a positive profile in the community.
  3. Attend and assume leadership roles in professional organizations.
  4. Communicate with the public through news releases, and participation in local radio talk shows and TV programs, as needed.
  5. Stay abreast of public housing matters, developments, and opportunities by studying HUD regulations, laws, ordinances, and publications, and by attending professional conferences, training, and meetings.
  6. Maintain a positive relationship with HUD officials in order to obtain information and guidance, as needed.
- C. Confer with oversight Board regarding policy, goals, plans and fiscal matters
1. Plan monthly agenda and provide Board with advance notice, including data and materials related to agenda items.
  2. Inform Board members regarding current situations, and status of various projects.
  3. Recommend actions regarding programs, grants, budget, staffing, etc.
  4. Present annual budgets and budget revisions for approval.as required.
  5. Consult with legal counsel on new resolutions of the Board, contracts, agreements, or other matters requiring legal interpretation and advice.
  6. Recommend awarding of contracts for construction and consulting services following evaluation of bids and proposals.
  7. Prepare correspondence related to Board actions, policy matters, and complex or controversial matters.
- D. Conduct strategic planning including the formulation of short and long term goals and plans for the Commission.
1. Make hiring decisions based on staff recommendations and/or direct information
  2. Direct the establishment and maintenance of the 5-year plan.
  3. Prepare or direct the preparation of the annual needs statement.
  4. Monitor progress by meeting with administrative staff to ascertain achievements, and by analyzing and reviewing reports.
  5. Establish performance standards for directly reporting subordinates, prepare performance appraisals, and discuss with employees.
  6. Take disciplinary action, as needed.
  7. Develop and implement plans to achieve short-term and long-term goals, and strategic plans.
  8. Direct preparation of grant and funds applications.

9. Receive information and recommendations from staff and research directly new programs and sources of Housing Commission funds, evaluate, and make appropriate recommendations to Board.

Perform other duties as assigned.

### **Required Knowledge, Skills, and Abilities**

1. Knowledge of HUD regulations pertaining to Public Housing, Section 8, Capital Funds, Asset Management, HOPE VI Programs, as well as housing finance and development programs available to PHA's; and other federal, state, and local policies, procedures, laws, and regulations related to the operation of a public housing Commission.
2. Knowledge of the principles and practices of management and supervision, demonstrating exceptional leadership abilities, excellent communication and interpersonal skills, excellent organizational and analytical skills, and demonstrated problem solving abilities.
3. Knowledge of the principles and practices of oral, written, and interpersonal communications.
4. Knowledge of the principles and practices of budgeting and budget administration with demonstrated financial and budgetary experience.
5. Knowledge of the principles and practices of accounting and finance.
6. Knowledge of the principles and practices of human resources administration.
7. Knowledge of construction management practices and processes.
8. Knowledge of federal state and local laws and regulations related to personnel including EEO, labor relations, FLSA, COBRA, Workman's Compensation, ADA, and FMLA.
9. Demonstrated leadership skills including ability to guide and motivate employees to accomplish agency goals and objectives, to cultivate a positive work environment, to inspire staff to the highest levels of excellence...
10. Excellent communication and interpersonal skills including ability to develop and establish effective working relationships with employees, residents, officials, and the public; to communicate effectively with local community, local and state government, financial institutions, HUD, residents, and commissioners.
11. Demonstrated problem solving skills including the ability to anticipate potential problems and needs in order to develop and initiate appropriate solutions.
12. Ability to build consensus and bridge differences to achieve results.
13. Excellent organizational and analytical skills including the ability to plan, organize, and assign work and special projects in order to meet organizational goals.
14. Ability to lead with vision and expertise to forge strategic partnerships in private and public sectors.
15. Ability to analyze reports and data, and formulate recommendations.
16. Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
17. Ability to use sound judgment to make and implement decisions.
18. Ability to establish priorities and deadlines to assure efficiency and meet expectations.
19. Ability to effectively relate to and deal with public and private agencies and residents in order to accomplish organizational goals and complete projects.
20. Ability to communicate effectively, both orally and in writing, with groups and individuals.
21. Ability to effectively allocate resources including, financial and human resources, in order to achieve goals and objectives of the Commission.
22. Ability to promote cooperation between departments by offering suggestions and recommendations.

23. Ability to evaluate performance of subordinates, correct deficiencies, and to effectively assign personnel.
24. Skilled in communicating with people inside and outside of the organization and from a broad range of socio-economic backgrounds, both orally and in writing.
25. Skilled in analyzing data.
26. Skilled in developing policies and procedures designed to meet the goals and objectives of the organization.
27. Skilled in the preparation and presentation of ideas and information in formal and informal settings.

### **Physical Effort and Working Conditions**

Work is principally sedentary. No special physical demands are required. The work involves the normal risks or discomforts associated with work in an office environment, but work also involves periodic visits to housing developments and warehouse and construction sites. The work area is usually adequately lighted, heated, and ventilated.

### **Other Requirements**

The incumbent must have or be able to acquire a valid State of Michigan Driver's License; be capable of obtaining Federal, State of Michigan and City of Detroit Police Department criminal investigation clearances; be bondable and insurable; and pass a drug screening test administered by the Commission or other source as designated by the Commission.

### **Minimum Qualifications (Education/Experience)**

Master's Degree in Public or Business Administration, Urban Studies, City or Regional Planning, Public Policy, or related field, plus 10 years of progressively responsible experience with a Public Housing Authority (PHA), non-profit housing organization or private housing management firm, with at least five (5) of those years with a PHA; an additional three (3) years of responsible experience working in a PHA or Governmental Agency may be substituted for a Master's Degree. The candidate should have at least seven (7) years of progressive supervisory experience, of which at least five (5) were at the Department Head level in such an organization. The candidate must have at least five (5) years of direct experience in the management and administration of HUD-funded housing programs that are covered under Public and Indian Housing (PIH); experience directly managing the Housing Choice Voucher Program and/or Low Income Public Housing Program at a Department head level or higher either directly or via indirect reporting is preferred. Public Housing Management certification preferred. An equivalent combination of education and experience may be applied.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

# DETROIT HOUSING COMMISSION

An Equal Employment Employer

## POSITION DESCRIPTION – CERTIFICATION PAGE

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Class Title: Executive Director/Chief Executive Officer

Position Title: Executive Director/Chief Executive Officer

Class Number:

Name of Incumbent:

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**Supervisor's Certification:** I certify that the information presented in this position description provides an accurate depiction of the major duties and responsibilities assigned to this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

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Supervisor's Signature

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Date

**Employee's Certification:** I certify that I have reviewed and understand the contents of my position description. I understand that I may be requested to perform other job-related tasks not listed in this description.

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Employee's Signature

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Date

**Appointing Authority's Certification:** I certify that the entries on these pages are accurate and complete.

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Appointing Authority's Signature

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Date