

BERKELEY HOUSING AUTHORITY EXECUTIVE DIRECTOR

DEFINITION

Appointed by the Berkeley Housing Authority Board of Commissioners with authority delegated from the Board to select, appoint, supervise, evaluate, discipline and remove all subordinate staff of the Berkeley Housing Authority; plans, organizes and directs the operations, services and programs of the housing authority; performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class administers the housing management programs and housing assistance and rentals subsidy programs administered by the Berkeley Housing Authority. The incumbent formulates policy, develops goals and objectives, supervises staff, administers the budget, serves as the Secretary to the Board and is the Housing Authority's chief liaison to the Federal Department of Housing and Urban Development (HUD), Mayor, Council members, and city staff. The incumbent receives direction from the Board of Commissioners and, with a high degree of administrative discretion, manages and direct the day-to-day operations of all functions of the Berkeley Housing Authority, including related HUD Section 8 rental subsidy programs, customer service, and general services, as well as that of Affordable Housing Berkeley, Inc, a non-profit affordable housing development affiliate of BHA.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement.

- Report and advise the Board of Commissioners on all aspects of rental subsidy programs, and agency management; interpret and implement changes in housing and administrative programs, procedures and regulations;
- Select, direct, assign and evaluate all staff, provide for in-service staff training, and implement personnel actions including discipline and dismissal;
- Coordinate, delegate and follow up on the work of assigned staff, either directly or through professional staff, to ensure completion; set work priorities; coordinate and schedule assignments and establish goals and objectives;
- Provide services to program participants, and property owners in accordance with federal, state and local regulation and procedures;
- Direct the preparation of financial statements, statistical reports, financial position forecasts, and annual budget required by HUD or external auditors;

- Serve as the Secretary of the Housing Authority Board of Commissioners at meetings and advise in the development of local policies and programmatic actions; direct the preparation of staff reports and responses to the Commission on a wide variety of issues;
- Communicate, collaborate, and partner with a variety of partner organizations; make public presentations regarding services, recruitments, activities, programs and plans of the Housing Authority;
- Maintain effective relations with City staff, groups and individuals, and unions; provide comprehensive housing services to City residents and solve a broad range of service delivery, community and administrative challenges;
- Prepare a variety of written material, including data, reports, memoranda, administrative and technical interpretations, policy platforms, recruitment materials, recommendations and correspondence;
- Perform related duties as assigned.

QUALIFICATIONS

Note: The level and scope of knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

- Principles and practices of public sector administration and management;
- Management and supervisory principles and practices, including budgeting, goals and objectives development and work planning and organization;
- Federal, state and municipal laws and regulations governing rental subsidy programs, federal housing quality standards, rental assistance programs, leased housing programs, MTW, affordable housing development, homelessness services, and housing authority operations such as Title 24, Chapter IX of the Code of Federal Regulations;
- Local government, community-based organizations and resources, affordable housing development, and homelessness, and low to moderate-income housing needs;
- Laws, legal codes, court procedures, precedents, government regulations, executive orders, and rules and regulations related to the Department of Housing and Urban Development Section Voucher Programs, Special Purpose Vouchers, and MTW designation;
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, and leadership techniques;
- Trends, approaches and practices in sound housing authority program service delivery;
- Work-related computer applications such as Microsoft Office, multi-financial/operational systems, housing software, HUD tracking systems, and

other related local and web-based data base management and record keeping programs.

Skill in and ability to:

- Share vision, and lead direction, and goals of the organization;
- Plan, organize, assign, review and evaluate the work of professional and administrative support staff;
- Train staff in work procedures and provide for their professional development;
- Prepare, administer and monitor Housing Authority budget and anticipate future budgetary needs;
- Establish and maintain effective working relationships in a manner that demonstrates an understanding of, and respect for, diverse cultural backgrounds;
- Provide technical assistance and staff the Boards of BHA and AHB;
- Interpret and apply complex rules, regulations, laws and ordinances;
- Make sound independent judgments within established guidelines;
- Prepare detailed written reports, correspondence program proposals and HUD applications.

MINIMUM QUALIFICATIONS

A Master's degree in Business Administration, Public Administration, Urban Planning, Public Finance or closely related field is highly desired. A Bachelor's Degree in a similarly related academic area is required. Candidates should have at least seven (7) years of progressively responsible administrative experience, which has included at least five (5) years at a senior level of management or leadership experience in managing housing authority Section 8 programs, human resources, and operations. Experience in affordable housing development desirable. Candidates with exceptional academic or experience backgrounds that compensate for an academic or experience deficiency may still be considered at the discretion of the Board of Commissioners.

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on Housing Authority business, the incumbent is required to maintain a valid California driver's license and satisfactory driving record is required.

SPECIAL STATUS

This classification is excluded from the career service at the Berkeley Housing Authority and the incumbent will be employed as an "at-will" employee serving at the pleasure of the Board of the Berkeley Housing Authority.