

AURORA HOUSING AUTHORITY

Job Title: Executive Director
Reports to: Board of Commissioners
Supervises: All Department Directors

FLSA Status: Exempt
Department:

Position Summary: The Executive Director is responsible for all aspects of the Aurora Housing Authority's programs and services in accordance with the Department of Housing and Urban Development's rules and regulations.

Essential Functions:

- Directs policy, development and planning of all aspects of AHA
- Directs Senior Staff and in conjunction with staff establish standard operating procedures for each department
- Works with a variety of partners and stakeholders in the community to address future organization strategy and positioning in the affordable housing market
- Facilitates the strategic planning and economic forecasting processes for the development of innovative programs to serve organizational and community goals in collaboration with community partners, local departments and state and federal agencies
- Implements goals and polices including:
 - Feasibility of all development projects and manages the integration of new properties into the portfolio
 - Develops and implements comprehensive housing maintenance and preservation programs
 - Oversees the development of Capital Improvement/Asset Management processes
 - Ensures all policy and procedural manuals relating to the AHA's management program to reflect current HUD Regulations
- Leads the AHA staff in creating an organization with an elevated level of integrity, professionalism using progressive -analytical critical thinking
- Manages the balance sheet, income statements and statements of cash flow monthly
- Analyzes the need to recapitalize, reposition and/or redevelopment of each property
- Primary contact for the auditor and ensures full compliance with all generally accepted accounting principles
- Recommends operating and reserve levels necessary to maintain fiscal integrity to the Board of Commissioners
- Develops a risk management plan and goals, performs loss analysis
- Prepares news releases, public announcements and notices
- Prepares agenda materials and minutes for Board of Commissioners' meetings and maintains all official records for the AHA
- Develops strategies for increasing revenues and/or decreases expenses
- Develops and implements the Annual Plan and five-year Operating and Development strategies
- Cultivates and maintains a productive and positive work environment with staff
- Establishes and maintains AHA procurement and contracting policies
- Perform other duties as assigned

Non-Essential Functions:

- Ability to seek out and write grants for innovative programs to enhance the AHA portfolio of programs and services
- Attend industry conferences and meetings on behalf of AHA

Success factors/job competencies:

- Computer proficiency with Microsoft Office Suite products and a variety of other software applications
- Leadership – demonstrated ability to lead people and get results through others
- Planning – ability to think ahead and plan over a one-to two-year time span
- Management – multitask and organize multiple priorities
- Detailed understanding of HUD programs, policies and procedures
- Initiate, prepare and present effective reports and recommendations
- Commitment to company values

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Work environment: The noise level in the work environment is usually moderate.

Qualifications Required:

- Bachelor's degree from an accredited college or university with a major in Finance, Information Technology, Urban Planning/Management, Business/Public Administration or related field
- Minimum of eight years' experience in public housing management, public administration, public finance preferably in a senior staff role
- Five years staff management experience preferably in a team of five or more
- Obtain within one year a PHM Certification or equivalent
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

Office use only:

Approval/revision date: _____ By: _____ Title: _____

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Qualifications Preferred:

- MBA or Master's Degree in Public Administration or Finance
- Ten years' experience on senior staff of PHA
- Eight years staff management experience within the public housing arena
- Possess PHM Certification
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

Performance standards:

- Annual performance appraisal
- Attainment of annual goals established between Board of Commissioners and ED

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