

**TITLE: EXECUTIVE DIRECTOR/CONTRACTING OFFICER**

REPORTS TO: Housing Authority Commissioners

SUPERVISES: Financial - Budgeting  
Purchasing  
Insurance  
Program Administration  
Maintenance - Construction  
Personnel  
Community Relations

**PERFORMANCE RESPONSIBILITIES:**

Financial and Budgeting

1. Manages the financial affairs of the Authority, which includes handling of all fund, accounting procedures and reporting and long-range planning.
2. Supervise the development of all budgets and administer budget control procedures.
3. Supervise the preparation of monthly reports for the Housing Authority Commissioners.
4. Supervise the preparation of monthly reports to the Department of Housing and Urban Development.
5. Reviews and reconcile all accounting reports.
6. Acts as payroll officer and signs all checks.
7. Review all bank accounts maintained by the Housing and Redevelopment Authority.
8. Assume responsibility for investment of Housing and Redevelopment Authority funds to insure maximum return on short term and long term basis.
9. Supervise preparation of bids for the audit of programs and act as advisor to auditors on program material and procedures.
10. Review six month and year-end financial reports to Department of Housing and State of Minnesota.
11. Maintain records for Housing and Redevelopment Authority as required by State and Federal guidelines.

Community:

1. Serve as the principal contact person for the Housing and Redevelopment Authority.
2. Maintain good public relations among the various city and county officials, various social groups, executives of local industries, the press, and other groups that may be helpful in promoting the needs of the elderly and low-income.
3. Serve as an analyst of community needs, planning for housing and elderly programs.
4. Acts as a referral resource for the community and county.
5. Acts as a liaison between programs available and specific needs of individuals.
6. Serve on related boards and commissions.

Administration

1. Develop all program policies and regulations within Department of Housing Guidelines.
2. Administer all policies and regulations.
3. Coordinate all programs under the Housing and Redevelopment Authority's jurisdiction.
4. Carry out all contractual agreements for the Housing and Redevelopment Authority, Department of Housing, cities or other agencies.
5. Act as ex-officio secretary to the Authority.
6. Determine office equipment needs.
7. Analyze office procedure and streamline procedures to assure efficiency.
8. Develop forms and application for various programs.
9. Grant writing and management of grants

### Personnel Management

1. Employment of all personnel, including the development of job descriptions, advertising, interviewing handling grievances, and disciplinary action.
2. Provide training and direction for staff, including performance and salary reviews.
4. Reviewing and certifying all employee time records, vacations, sick leave and expense reports.

### Insurance Program

1. Develop bid specifications, review bids for fire, liability, workmen's compensation, health insurance and pension program.
2. Monitors all insurance programs.

### Building Maintenance Oversight

1. Supervise the maintenance of building, equipment, and grounds of the Housing Authority.
2. Develop work schedules and task schedules on daily, weekly, monthly, and year-end basis.
3. Hiring and supervision of the relief and temporary personnel.
4. Coordinate repairs and work schedules.
5. Working knowledge of mechanical systems in absence of custodian and in emergency situations.
6. Determine need for major repairs and replacement.
7. Working knowledge of construction process and methods.
8. Develop modernization program for major repairs, replacement and/or new additions.
  - a. Prepare request for funds.
  - b. Determine costs.
  - c. Select architect and contractors.
  - d. Develop bid process.
  - e. Material selection.
  - f. Inspection of work in process.
  - g. Compliance control so work meets Bacon - Davis and other requirements.
  - h. Obtain lien waivers.
  - i. Close out of construction accounts.

### Purchasing

1. Develops and administers a program for purchasing supplies and equipment.
2. Investigates quantity of commodities purchased.
3. Studies price trends and market conditions and keeps informed of sources of supplies and new product developments.
4. Purchases by competitive bidding, informal quotations and negotiation, items of supply and equipment necessary for the operation of the Housing and Redevelopment Authority.
5. Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications and forms of proposal.
6. Approves all vouchers authorizing the expenditures of moneys.
7. Monitors all purchase requisitions to determine correctness of information, price extensions, coding information, etc.
8. Maintain current inventory of all property.

Qualifications:

1. 4 year college degree or 5 years of related experience in
2. Ability to maintain good public relations.
3. Knowledge of budgets, accounting and government procedures.
4. Ability to supervise and direct personnel.
- 5.

Knowledge of equipment commonly used in housing setting. Knowledge of documentation, customer and employee relations principles. Ability to use the telephone. Ability to write legibly, see, hear, speak English, and read. Working knowledge of computer processes appropriate to the functional area. Professional verbal and written communication skills are required to establish and maintain effective working relationships with residents, employees and the public. Ability to use analytical critical thinking and solid problem solving skills.

- **READING** - Intermediate: Ability to read, analyze, and interpret the most documents. Ability to respond effectively to inquiries or complaints.
- **WRITING** - Intermediate: Ability to write routine reports, correspondence, or procedures.
- **SPEAKING** - Intermediate: Ability to effectively present information in one-on-one, small group situations or before groups of customers, clients, and other employees of the organization.
- **MATHEMATICAL SKILLS** - Basic Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- **REASONING ABILITY** - Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.