

**HOUSING KITSAP
JOB CLASSIFICATION/DESCRIPTION**

POSITION TITLE:	Executive Director	
DEPARTMENT:	Administrative	
SUPERVISOR:	Board of Commissioners	
SUPERVISES:	All agency personnel	
STATUS:	Full Time, FLSA Exempt	DATE: December 2019

Critical features of this job are documented below. Nothing in this job description shall restrict the Board of Commissioner's right to assign or reassign duties. They may be subject to change at any time due to reasonable accommodations or other reasons.

MISSION

It is the mission of Housing Kitsap to provide quality affordable housing and homeownership opportunities to families and individuals with our local communities. Together with the support of the Board of Commissioners, employees, residents and community members, we provide the foundation to create a safe place to call home.

JOB SUMMARY

The Executive Director reports to the seven-person Board of Commissioners and is responsible for all aspects of the housing authority's operations, including all legal entities owned and operated by the housing authority.

ESSENTIAL FUNCTIONS

1. Coordinates agency operations, policy development and planning, to include:
 - Works directly with the Board of Commissioners on the development of all policies affecting the housing authority, including strategic initiatives. financial integrity, sound business planning and management.
 - Serves as the primary staff support of the Board of Commissioners.
 - Acts as Secretary to the Board of Commissioners.
 - Prepares agenda materials and minutes for Board of Commissioner meetings, maintains all official records for the authority, and oversees preparation of the authority's annual report.
 - Works with a variety of partners and stakeholders to address future organization strategy and positioning in the affordable housing market.
 - Takes a leadership role in national and state housing policy and tracks activities as well as supports initiatives that will directly impact authority operations.
 - Provides for the development of new programs to serve organizational and community goals, in collaboration with community partners, local, state and federal agencies.
 - Coordinating the implementation and update of HK goals and policies, such as a comprehensive housing maintenance, preservation programs, capital improvement/asset management, and risk management planning.
 - Ensures resident and community involvement in policy development.
 - Applies extensive, in depth knowledge of housing authority methods in order to fully comply with the Revised Code of Washington (RCW) 35.82.

2. Manages, supervises and directs the operations of the authority, including:
 - Supervises the Finance Department, Property Management Department, Single Family Housing Department, IT, Administration, and Human Resources.
 - Responsible for creating and maintaining a productive and positive workplace environment.

- Updates and implements ongoing professional development and job enrichment programs.
3. Projects a positive image of the agency to the community through various public relations promotions. Acts as liaison to representatives of other agencies and special interest groups with housing concerns.
 4. Works to develop a sense of community for residents within their homes, their development and their community
 5. Represents the authority's policies and programs to service and funding partners.

QUALIFICATIONS

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate s/he can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

1. Must possess a four-year degree in urban planning, public administration, business administration, finance, or a related field. The ideal candidate will have a master's degree.
2. Must have a thorough knowledge of housing management; a working knowledge of HUD programs, policies, and procedures; and, have a minimum of five (5) years' experience in public housing management, public administration, public finance, or similar employment. An extensive knowledge of state and federal-assisted housing program laws and regulations including interpretation, development, and implementation of policy directives and changes.
3. Knowledge of real estate development and basic knowledge of construction management.
4. Experience in development projects (or with a public agency having direct involvement in development) to include a thorough understanding of techniques for determining and developing local community needs and resources.
5. Considerable knowledge of federal grant application development and administrative policies and procedures. Requires the ability to read, understand, and negotiate contracts and legal documents.
6. Previous experience in managing personnel including the ability to communicate, train, counsel, and discipline employees effectively, to conduct effective performance appraisals, and to create a harmonious working environment.
7. Strong written and verbal communication and interpersonal skills as direct communication with supervisors and employees, either individually or in groups, is an integral part of this job.
8. Able to develop and maintain extensive connections on a local, state, and federal level with a variety of community groups, government officials, contractors, architects, realtors, and other individuals including persons of varying knowledge and education levels to elicit information and effectively design, implement, and maintain existing and potential housing programs.
9. Ability to travel on a regular and ongoing basis to local, regional, and nationwide sites and meetings; to speak (or to otherwise make effective presentations) before public and private agencies, officials, and other groups or individuals. Travel often includes driving within the local, state, and regional area in order to attend meetings and/or inspect properties.
10. Although not mandatory, previous experience as a director or senior level management personnel for a housing authority or community development agency will enhance an individual's chance for success in the job and are desirable.

PERFORMANCE EVALUTATION CRITERIA

The performance of the Executive Director will be reviewed by the Chair and a subcommittee of the Board of Commissioners on an annual basis.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work conditions and physical demand characteristics described here are representative of those that 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.

1. Ability to access raw land, construction sites, and/or existing housing and building units possibly on rough terrain in order to conduct preliminary and ongoing inspections which may include exposure to various elements including dust, dirt, mud, inclement weather, insects, cobwebs, filth, smoke, etc. Units may be located in multi-storied buildings without access to an elevator or situated far back from parking areas.
2. Most work is conducted in a non-smoking standard office setting.
3. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
4. There will be continuous sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils.
5. There will be frequent side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials
6. Occasionally, there will be a need to move objects weighing up to 20 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 yards.
7. Occasionally, there will be a need to position self to move beneath desk areas and near floors, and to place or retrieve objects above average shoulder height and transporting distances up to 50 feet.
8. Must be able to perceive computer screens and printed documents and to operate office equipment
9. Must be able to discern speech and sound in the audio range typical of a busy office environment.

ADDITIONAL REQUIREMENTS

1. Possession or ability to obtain and retain a valid Washington state driver's license.
2. Pre-employment tests and examinations, including but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related component which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment.

ATTRIBUTES AND COMMITMENTS:

The following are essential requirements for the effective performance of the holder of this position:

- **Ethics:** As a public agency, Housing Kitsap is committed to maintaining the highest of ethical standards. Employees are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of our co-workers, clients, partners, vendors and the general public. All employees are expected to serve the public with dedication concern, courtesy and responsiveness.
- **Positive thinking and attitude:** Employees shall maintain a positive work environment by being self-motivated, remaining enthusiastic about taking on challenges, demonstrating an "I care" attitude, approaching others in a pleasant, positive, and upbeat manner, and always finding the

positive aspects of a negative situation. Employees shall always work to resolve conflicts in positive ways.

- **Communicates Effectively:** Employees shall present ideas clearly through various means, identify and share important information in a timely manner, and be knowledgeable, current and respectful in communicating information or sharing concerns. All staff shall return phones calls and emails in a timely manner. Employees will not use harsh language or aggressive gestures in conversation with others.
- **Work Ethic:** All employees shall be dependable and meet their commitments by exhibiting willingness to put in extra hours or extra effort to get the job done. Employees shall be available and presentable for work on a consistent basis as required by HK.
- **Organization:** Staff members shall support HK by developing plans to achieve the strategic goals of HK by identifying resources needed, allocating time appropriately, and anticipate obstacles. Employees shall plan, prioritize, and follow-through on all tasks as well as look forward to what needs to be done next to maximize their efficiency.
- **Problem Solving:** HK staff shall identify and define problems/goals including scope and sequence or priorities for attainment, select and implement alternative solution strategies, supervise resources and address unforeseen contingencies.
- **Critical Thinking:** Staff shall analyze information objectively and make a reasoned judgement, evaluate sources of data, facts, and observable phenomenon and research findings, draw reasonable conclusions from a set of information and discriminate between useful and less useful details for solving problems or making decisions. Where requested or appropriate, staff shall review conclusions and next steps with their supervisor.
- **Accepting of Change:** HK staff members must be flexible and adaptable to different situations, contribute to new ideas, policies and procedures, accept and implement change in processes, requirements and the general work environment. All employees shall engage in and support LEAN processes and waste elimination strategies as appropriate.
- **Team Player:** All staff shall work collaboratively with other employees, be respectful and kind to others, be responsive to requests for information or support and shall not create or participate in silos, gossip or other negative activities.
- **Self-motivated and self-directed:** Employees must be able to work on their own with little to no direction and make independent decisions in the best interests of Housing Kitsap consistent with its policies and procedures.

Note: The statements contained here reflect general detail as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. However, this Position Description should not be considered an all-inclusive listing of work requirements. This job description is not a contract or guarantee of continued employment. Any individual may voluntarily leave the employment of the agency upon proper notice or may be terminated at any time and for any reason as long as there is no violation of federal, state, or local law. The Authority complies with all laws and regulations relating to employment, including the American with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted program or activities.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

Signature

Date

Board Chair

Date