

Housing Authority of the City of Orange

516 Burton Avenue P.O. Box 3107 Orange, TX 77631-3107 | Phone: 409.883.5882 | Fax: 409.883.8014 | www.orangeha.com

Housing Authority City of Orange

JOB ANNOUNCEMENT

POSITION TITLE:	Executive Director
DEPARTMENT:	Executive
SALARY:	To be Negotiated
JOB TYPE:	Full-Time (Probationary period – with an evaluation at 6 months)
DATE POSTED:	August 21, 2023
CLOSING DATE:	September 18, 2023

The Housing Authority City of Orange is seeking qualified applicants for the position of Executive Director. The Executive Director has total responsibility for administering, managing, maintaining, planning, and directing the Housing Authority's public housing, Section 8, and other programs. The Executive Director is responsible for the safekeeping of all property and records, the safety of Authority residents, and is the Authority's liaison with the Board of Commissioners of Employer, the United State Department of Housing & Urban Development ("HUD"), and state and local entities.

Executive Director Duties:

- Plans, develops, organize, coordinates, delegates, supervises, and directs implementation of the Authority's Housing Programs
- Oversees the employment, training, direction, supervision, utilization, discipline, and termination of Authority employees.
- Recommends to Board of Commissioners schedule of salary ranges, employee benefits and periodic revisions.
- Monitors the Authority's compliance with federal, state, and local laws and regulations pertaining to the Public Housing Agency (PHA).
- Oversees preparation and submission on all budgets and revisions, revises and approves all Authority expenditures and monitors funds for effective and efficient use.
- Reviews periodic reports on the accomplishment of assigned goals and objectives.
- Prepares and submits reports and statistics required by such entities.
- Serve as the Secretary to the Board of Commissioners of HACO.
- Respond to other Board of Commissioners inquiries regarding HACO plans and operations.
- Develop organizational structures and plans, and implement internal policies, programs, goals, and priorities.
- Negotiate contracts with outside agencies and companies for major maintenance service and management services.

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- Make policy, administrative, and management decisions concerning the daily operation of HACO.
- Meet with residents concerning complaints and/or grievances and advise them of their rights to hearings according to the HACO procedures.
- Review and approve reports and other documents that are required by federal, state, and local jurisdictions.

Executive Director Qualifications:

- Four-year bachelor's degree in Public Administration, Business Administration, or related field, Public Housing Certification and / or five years of responsible managerial experience in public housing or five years of responsible managerial experience in a closely related field, e.g., a regulatory Agency, or an equivalent combination of experience and education, construction, contracting, or maintenance preferred.
- Comprehensive knowledge of the relationship of PHA's to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Authority.
- Comprehensive knowledge of PHA operating policies and procedures pertaining to public housing authorities.
- Some knowledge of the modern principles, practices, and techniques of budgeting and accounting and of the function and operation of the construction and bond finance industries.
- A Public Housing Management Certificate is required.
- Valid Driver's license.

Benefits:

- Health Insurance
- Dental Insurance
- Pension
- Vacation, Sick Leave

All parties interested apply at www.orangeha.com.

Submit all applications with resumes no later than Monday, September 18, 2023, by 4:00 p.m.

to

Housing Authority of the City of Orange
Attn: Adelia Kelly, Administrative Assistant
516 Burton Avenue
Orange, Texas 77630
akelly@hacotx.com