



## EXECUTIVE HOUSING DIRECTOR

CREATED: 04/13/04  
UPDATED: 10/01/2024  
CLASS CODE: SALARIED

DEPARTMENT: HOUSING  
FLSA: EXEMPT

### DEFINITION

This is a broad administrative and supervisory work in directing all activities of the Housing Authority. Work is performed under the general direction of the City Manager. Position is appointed by the City Manager.

Responsible for the proper management of low-income housing projects of the Housing Authority (Public and HCV/Section 8). Supervises and directs all employees of the Housing Authority. Maintains open communications with the South Tucson City Manager and Board of Commissioners. This is an appointed, unclassified position and exempt from Merit System Rules.

### SUPERVISION RECEIVED AND EXERCISED

Executive direction is provided by the City Manager. Directly supervises Housing department staff.

### EXAMPLES OF DUTIES (Illustrative Only)

#### Essential:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics.)

- Provides information concerning the operations and financial status of the Housing Authority to the Board of Commissioners and the City Manager for its Public and HCV/Section 8 Housing Programs.
- Prepares and submits annual operating budgets for both Housing Programs for the Housing Authority.
- Prepares daily accounting data and monthly financial information while also closing the financial portion of the previous month.
- Prepares required HUD reports.
- Prepares Draw Down requests for Public Housing and Capital Fund Program funding through the City Manager.
- Trains and supervises the employees of the Housing Authority.

- Prepares modernization budget after analyzing and assessing modernization needs and executes contracts for rehabilitation or remodeling work through the Board of Commissioners and following all Procurement Policies.
- Reviews administrative practices and procedures, interprets and implements Housing Authority and HUD regulations and policies, and make recommendations to the Board of Commissioners for policy changes affecting Public and HCV/Section8 Housing.
- Manages existing housing projects and oversees all maintenance Work Orders.
- Pursues Federal, State and Private assistance for the development, improvement, maintenance and operation of housing projects.
- Works with the Housing Authority Attorney, Architect, Accountant, and other professionals as needed.
- Represent the City at housing-related meetings and answer inquiries and complaints with respect to the operation of Housing Authority programs.
- Serves as a liaison between the City of South Tucson and other social service agencies to provide support services to the tenants.
- Performs related work as required.

## **QUALIFICATIONS**

Note: The required level and scope of the following knowledge and skills related to the level of the position as defined in the class characteristics.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Knowledge of principles of Public and HCV/Section 8 Housing administration and development. Revised policies as needed.
- Knowledge of the available Federal and State assistance and grant programs as well as the procedures necessary to secure their acquisition.
- Working knowledge and experience of the principles of public administration and intergovernmental relations.

**Ability to:**

- Ability to develop and implement long-term plans and programs and to make decisions on matters of policy interpretation and complex technical and administrative problems.
- Ability to establish and maintain effective working relationships with City officials, the public and employees, as well as other governmental and private agencies.
- Ability to clearly and concisely express ideas on administrative and technical subjects both orally and in writing.

**DESIRABLE EXPERIENCE AND TRAINING**

- Undergraduate degree in Public or Business Administration with emphasis in accounting. Prior Housing Authority experience is required which demonstrates the knowledge and experience of an Executive Director.
- A Public Housing Management Certificate or the qualifications necessary to obtain a certificate are required.
- Experience in managing staff and a budget in excess of \$1,000,000.
- Any combination of education and experience, which provides the necessary administrative and professional background to manage Public and HCV Section 8 Housing units.

**Special Requirements:** Possession of a valid and appropriate driver's license when required for job-related duties;

**Physical Demands and Working Conditions:**

Work is performed in a normal office setting. Noise level is generally moderate (primarily from office machines). Tasks require the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Hazards:** None.

**Selection Guidelines:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

***The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the City and the requirements of the job change.***