

ABOUT

The Housing Authority of Pompano Beach (HAPB) is seeking an **Executive Director** to lead and manage the Authority. HAPB is a provider of safe, decent, and sanitary rental housing for low income families in Pompano Beach, Florida. HAPB has a portfolio of over 1000 housing choice vouchers, five (5) public housing units, as well as 176 USDA units. The HAPB is governed by a seven-member Board of Commissioners. The HAPB is a provider of affordable housing for the City of Pompano Beach, a municipality in Broward County, Florida. Pompano Beach has over 113,000 residents. With the embarking on the first phase of a master development plan to revitalize a USDA property and a future conversion of five (5) Public Housing units to the HCV Section 8 funding platform, the HAPB seeks a highly motivated individual with the requisite skill set and relevant experience in managing a public housing authority to serve the residents of Pompano Beach.

Position Summary

The Executive Director provides leadership in accordance with direction and policies established by the Board of Commissioners, is responsible for the day-to-day operations of the HAPB, and provide the leadership and management of the planning, organizing, staffing, direction and control functions of the agency in order to assure success in accomplishing its mission. The Executive Director plans, directs, administers, and oversees the activities and operations of the Housing Authority of Pompano Beach including administrative services, intergovernmental and external affairs, fiscal services, housing choice voucher programs, public housing programs, affordable housing programs, and development and modernization.

Full-Time position. The Housing Authority of Pompano Beach is seeking an Executive Director with the following minimum qualifications:

- Eight (8) years' experience in housing management, community development, public administration or a closely related field, or six (6) years plus a Bachelor's degree.
- Five (5) years in significant management capacity at a public housing authority or other similar experience. Supervised a staff of ten (10) or more for at least one year.
- Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.
- Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
- Prior skills in budgeting, personnel management and public relations.
- Has working knowledge of fiscal management, maintenance systems, personnel and administration management systems in public or private housing.

Essential Job Duties: Must possess the experience and skills to effectively manage, organize, staff, direct and control functions of a public housing agency applicable federal and state housing regulations. This may include, but is not limited to, representing the Housing

Authority of Pompano Beach by serving as a liaison with regulatory agencies, local officials and community-based organizations with respect to interpreting and explaining the Agency's programs, policies, services, needs and other matters of mutual interest. Attending, on a consistent basis, meetings, workshops, conferences, seminars and other sessions, in order to gain first-hand knowledge of new or improved housing programs in the public and private sectors. Keeping informed of changes and innovations in the housing field as to matters of policy and operation. Acting as the Agency's Public Relations Officer approving all external statements, reviews and policies before being released to media. Acting as the Agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes. Making recommendations to the Board of Commissioners on adoption of new policies and changes to existing policies.