



JOB ANNOUNCEMENT

**Eligibility: Pueblo Housing Authority Employee
and Qualified Public**

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December 9, 2020

The Housing Authority of the City of Pueblo, Colorado has an opening for the position of Executive Director. Please see complete posting and job description at www.hapueblo.org. Salary to commensurate with qualifications and experience.

If you have any questions regarding this position, please contact Deb Dagnillo, Director of Human Resources, at (719) 584-7631.

Please send resumes to deb.dagnillo@hapueblo.org. Resumes accepted through December 31, 2020.
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THE HOUSING AUTHORITY OF THE CITY OF PUEBLO

Date: 12/2020 (Revised)

Job Title: Executive Director

General Purpose

Performs administrative and managerial work of unusual difficulty involving the policy making, administration and operation of the Housing Authority of the City of Pueblo, Colorado (HACP) and functions as the primary liaison between the Board of Commissioners, HUD and local jurisdictions. Performs related work as required.

Essential Duties and Responsibilities

- Advises the Board of Commissioners by regularly attending scheduled meetings and informs them of the status of activities and projects within the HACP; develops and proposes new policies or changes in existing policies; notifies the Board of changes or proposed changes in federal, state or local legislation affecting the HACP; provides the Board with information needed to make decisions on locating and developing new housing developments and on other matters requiring Board decisions or actions.
- Develops, plans and implements internal policies, programs, goals and priorities.
- Makes policy, administrative and management decisions concerning the daily operation of the HACP.
- Discusses HACP goals, priorities, problems or concerns with officials, representatives and members of the local government, social and public service agencies, state government and federal government.
- Responsible to respond to news media, as necessary.
- Reviews and approves reports and other documents that are required by federal, state, and local jurisdictions.
- Attends seminars, professional meetings and conferences to discuss and learn about new trends, activities or concepts in the field of housing management.
- Reviews and signs all documents to HUD and other state, city, or federal agencies.
- Forwards information, i.e., emails from HUD and other agencies pertaining to requirements and requests for information to appropriate staff.

Education, Training and Experience

- Four-year degree in Business or Public Administration required (Masters' degree preferred) from an accredited college or university.
- Five years of responsible managerial experience in public housing or five years responsible managerial experience in a closely related field, i.e., a regulatory agency or an equivalent combination of experience and education.

Knowledge and Qualifications

- Comprehensive knowledge of the modern principles, practices and techniques of Public Housing Authority Management.
- Comprehensive knowledge of the organizational structure of the HACP and the physical locations of the various developments.
- Comprehensive knowledge of the relationship of the HACP to other federal, state and local jurisdictions and their abilities to provide funds or other support to the HACP.
- Considerable knowledge of the HACP operating policies and procedures and pertinent HUD and Colorado Housing and Finance Authority (CHFA) regulations.
- Considerable knowledge of federal, state and local laws and regulations pertaining to public housing authorities.
- Considerable knowledge of the principles, practices and techniques of personnel management, budgeting and accounting, maintenance and other functional areas within the HACP.
- Extensive understanding of the procurement process.
- Some knowledge of the function and operation of the construction and bond finance industries.
- Considerable knowledge of federal, state and local laws and regulations pertaining to public housing authority management.
- Good knowledge of the relationship of the HACP to other federal, state and local jurisdictions and their abilities to provide funds or other support to the Housing Authority.
- Public Housing Management (PHM) certification required within eighteen months of employment.
- Executive Director Certification required within one year of employment.
- Knowledge of various HUD programs such as REAC, RAD and Grants.gov., etc.
- Skill in addressing the public and presenting information in a clear, organized and convincing manner.
- Ability to establish and maintain effective working relationships with subordinates, co-workers and persons outside the HACP.
- Ability to plan, develop and coordinate the activities of an organization of multiple, unrelated divisions.
- Ability to prepare clear and concise narrative and statistical reports.
- Ability to deal effectively with situations requiring tact and diplomacy, yet firmness.
- Become knowledgeable with Asset Management, Developments and the Energy Performance Program (EPP).
- Valid Colorado driver's license. Eligibility for coverage under the HACP fleet auto insurance.

Materials and Equipment Used

- Standard office materials and equipment.
- Excellent computer skills i.e., Word, Excel, Yardi and HUD programs, websites and webinars and Microsoft Teams.

Supervisory Responsibilities

Makes broad assignments to division directors and executive office staff, specifying priorities, deadlines and objectives. Supervises professional, managerial and clerical employees and monitors the work of multiple work units that perform unrelated work. Evaluates the work of subordinates, interviews applicants, selects individuals for vacancies or promotions and takes disciplinary action against subordinates.

At such time the Executive Director is absent from the office, a designee may be appointed to assume the Executive Director's responsibilities during his/her absence.

Working Environment and Physical Responsibilities

Indoor work involves sitting for extended periods in an office environment with frequent exposure to distractions and interruptions. May involve some physical exertion, such as kneeling, crouching or lifting files and records and eye strain from working with computers and other office equipment.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.