

Estes Park Housing Authority Executive Director

GENERAL NATURE OF WORK:

Reporting to an appointed Board of Commissioners, the Executive Director has overall leadership responsibility for the planning, and implementation of the goals of the Estes Park Housing Authority (EPHA). Performs executive, leadership, and managerial work related to operations of the Authority and related housing programs. Along with the Board, sets strategy long-term vision for the Authority and is an integral part in improving affordable housing in the Estes Park Valley.

MAJOR RESPONSIBILITIES:

- Provide leadership and staff supervision and is responsible for the overall administration and implementation of the programs administered by the Authority.
- Responsible for the financial management of the Authority including: development and preparation of the annual operating budgets, maintaining performance and adequate internal controls, and seeks external financial sources for future projects. Works and coordinates with external financial management agencies/firms
- Responsible for researching new housing opportunities to meet the needs of Estes Park residents.
- Responsible for articulating the EPHA's vision and developing and implementing the EPHA's strategic plan to accomplish its mission, goals and objectives.
- Assumes responsibility for the recruitment, professional development, and evaluation of staff.
- Coordinates Authority activities with those of other local, state, federal, and non-profit agencies for the delivery of affordable housing. Collaborates with local entities to facilitate review and revision of development code components as they relate to providing affordable and attainable housing or any relevant issues.
- Serves as Estes Park Housing Authority's public relations ambassador representing the Authority on various boards at federal, state and community functions.
- Acts as contracting officer for the Authority at the direction of the Board of Commissioners.
- Responsible for the evaluation and monitoring of all programs and employees.
- Serves as Secretary of the Housing Authority Board and is responsible for the records and minutes of the EPHA.

MINIMUM EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a bachelor's degree in Public Administration, Business, or similar degree and several years of related experience. An understanding of housing development and financing, personnel management, and public administration is beneficial. Political leadership, advocacy and communication skills are important for this position as well.