

EXECUTIVE DIRECTOR

General Description

Under general policy direction of the Board of Commissioners, the Executive Director's role is focused on organizational planning and management; fiscal oversight and sustainability; ensuring high quality services and communication with residents; building and maintaining strong external relations with the County, Cities, unincorporated communities throughout Yolo, and other key partners; and cultivating innovative and lasting partnerships to increase the supply of affordable housing in Yolo County, while maintaining and improving quality across the Housing Authority's existing portfolio.

Key Responsibilities

Leadership

- Collaborate with the Board, executive team and staff to develop and implement the agency's strategic plan.
- Provide dynamic and visionary leadership to the executive team and staff.
- Serve as agency spokesperson and lead on external relations, growing and sustaining strategic alliances with residents and other stakeholders that preserve and increase affordable housing.
- Participate in advocacy and public policy collaborative efforts at local, state and national levels.
- Serve as Executive Director of the Housing Authority's ancillary non-profit, New Hope Community Development Corporation.
- Serve as Executive Director and Secretary of the Dixon Housing Authority, the oversight body for the Dixon Migrant Center.

Management

- Ensure fiscal integrity and accountability, including risk management.
- Ensure accountability for progress indicators and outcomes.
- Work to obtain and maintain the Authority's "High Performer Status" in both Section 8 Housing Choice Voucher and Public Housing Programs.

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- Develop and oversee implementation of policies and procedures.

Development

- Work collaboratively with partner jurisdictions and agencies to maintain and expand quality affordable housing throughout Yolo County, and in so doing improve each community's overall economic health.
- Review work of the ancillary non-profit, New Hope Community Development Corporation, and provide leadership and planning for full use of the non-profit's potential to advance charitable projects associated with maintaining, improving and expanding affordable housing throughout Yolo County.

Board and Community Relations

- Facilitate and support the work of the Board and Board development, providing highly responsible and complex support and ensuring their knowledge and familiarity with the programs and role of Housing Authorities.
- Sustain positive working relationships between the Board and resident organizations, including Resident Councils and other Resident-based initiatives.

Essential Functions

- Plan, organize, maintain oversight and evaluate through subordinate management staff all of the Housing Authority's programs including Housing Choice Vouchers, Public Housing and associated infrastructure, Client Services provided to participant in any program, Grants Management services, Facilities Maintenance Services, Migrant Housing, and Administration, including the Finance Department, purchasing, Information Technology and other service contracts, and administrative support for the agency.
- Develop housing concepts with input from County, Cities and unincorporated communities throughout Yolo County. Develop financing and negotiate final aspects of pre-construction activities. Following pre-construction phase, provide oversight to the bid process, contractor selection, construction, and acceptance of facilities through assigned staff.
- Monitor legislation and regulations affecting operations of the Housing Authority; ensure that all policies actively comply with legislation and regulations; oversee and approve auditing and reporting systems.
- Supervise and direct the development and administration of the Housing Authority's budget; direct the forecast of additional funds needed for staffing, equipment, materials

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and supplies; monitor and approve expenditures in alignment with current procurement standards; implement budget adjustments as warranted.

- Oversee the Housing Authority's Human Resources, including engagement in bargaining negotiations and compliance with labor relations agreements, and ensuring appropriate implementation of personnel policies, hiring, discipline and termination actions.
- Abide by the Authority's Risk Control Policy Statement assuring the highest level of safety and wellbeing of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses.

Experience and Attributes

- Demonstrates a strong commitment and passion for the mission, vision, values and culture of the Housing Authority of the County of Yolo.
- Approaches the work of the Housing Authority of the County of Yolo with unwavering ethical standards and integrity.
- Possesses an understanding of, and experience in, affordable housing development and federal program management in public and nonprofit entities.
- Demonstrates an ability to lead in an environment that requires navigating federal regulations and effective collaboration with partner organizations and individuals from diverse economic, educational and racial/ethnic backgrounds.
- Facilitates organizational success by building sustainability through positive cash flow and strong executive and staff teams.
- Employs excellent communication skills and cultural humility in working with diverse constituencies and empowering community residents.

Employment Standards

- Minimum of seven years successful senior management experience, including experience in a housing or real estate development agency or organization.
- High degree of knowledge of financial management practices, internal controls, budgeting and financial reporting.
- Strong working knowledge of organization and management practices, and Federal Housing & Urban Development (HUD) and State regulations associated with Housing Authorities.

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- Ability to effectively analyze problems, identify solutions, project consequences of proposed actions and prepare comprehensive reports and presentations involving complex subject matter, in clear, concise and easy-to-understand frameworks.
- Excellent written and verbal communication skills.
- English/Spanish bilingual preferred.
- A Bachelor's Degree in a related field from an accredited four-year college or university is required; a Master's degree is preferred.

Physical Demands, Working Conditions and Special Requirements

- A combination of field and desk work, with occasional lifting of up to 25 lbs, bending, stooping, squatting, reaching and coordinated use of fingers, hands and arms.
- Generally clean office environment, with limited exposure to conditions of dust, odors or noise.
- Must possess a valid driver's license, a good driving record and be insurable by the Housing Authority's insurance carrier; Must have current residence within the County of Yolo; possession of NAHRO Public Housing Manager Certification and/or Executive Management Certification is desirable.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete the National Incident Management System (NIMS) trainings in line with the responsibility of their assigned position.

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