NEW JOB OPENING NOTICE

July 9, 2020

1) Position Title: President/CEO

2) Job Type: Full-Time

3) Salary: Commensurate with qualifications and experience.

4) Education/Experience: Bachelor’s Degree from an accredited four-year college or university with major course work in Public Administration or related field required. A minimum of five (5) years increasingly responsible experience in the public housing administration or a related field, including significant experience in public finance and construction; or a combination of education and experience equivalent to these requirements.

5) Major Duties and Responsibilities: Direct and administer all activities of the Authority. Plan, organize, direct, administer, coordinate and evaluate all of the programs and activities of the Housing Authority, including management of low-income housing and Section 8 housing programs, acquisitions of land, planning, designing, building and maintenance of housing facilities, purchasing and property controls, budgeting and accounting procedures, personnel management, resident relations and public relations. Manage all funds, bonds, securities and other assets of the Authority. Act as Secretary of the Board of Commissioners. Respond with sensitivity of concerns of residents and applicants. Review and make decisions in situations where administrative and operational policy interpretations are involved. Analyze legislative bills and proposals and recommends legislation concerning public housing programs. Coordinate activities of various departments of the Authority. Supervise, initiate and participate in programs of training and staff development for Authority personnel. Delegates authority and responsibility to top level staff members.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. Birmingham, AL 35233. A complete application or Resume may also be submitted to Jobs@habd.net or 1826 3rd Avenue South. Birmingham, AL 35233. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position will close on August 7, 2020 at 5:00pm

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Position Description

Classification: President/CEO

Supervisor: Board of Commissioners

Effective Date: July 9, 2020

The Organization and Its City
HABD was incorporated in 1935 and in 1937 began participation under the provision of the U.S. Housing Act. It is the largest public housing agency within the State of Alabama with approximately 5,092 conventional public housing units at 14 sites within the Birmingham city limits. HABD serves a population of nearly $4,837 families in public housing with occupancy of 97%. Additionally, HABD administers a Section8 program which consists of approximately 5,247 vouchers. HABD is governed by a 5-member Board of Commissioners appointed by the Mayor of the City of Birmingham. The Board is appointed in staggered terms and elects a chairperson and vice chairperson. The Board members hire a CEO/President to administer the affairs of the authority. HABD is proud to be home of Smithfield Court Public Housing which is Birmingham’s oldest public housing community and the 4th oldest in the country. Part of Smithfield Court Public Housing is the Bethel House which was named a historic site.

For over eight decades, HABD has been a committed leader in providing safe, decent, and sanitary affordable housing to qualified low- and moderate-income families in the City of Birmingham.

Birmingham was founded in 1871 at the crossing of two rail lines near one of the world’s richest deposits of minerals. Birmingham was named as one of the most affordable cities for first-time homebuyers in the nation (Lending Tree, 2019) and 1 of the 10 most affordable markets for renters (Zillow, 2019). The city of Birmingham has a population of 209,880 (U.S. Census Bureau estimate, 2019) and is the central hub of the Birmingham-Hoover Metropolitan Area with a population of 1.1 million. The city is 71.6% black, 24.6% white and 3.5% Hispanic. Birmingham is seventh among the 150 largest US metros for percent increase in millennial residents (ages 25-34). Birmingham was voted the #1 Best City for Millennial Entrepreneurs (Thumbtack, 2015) based on friendliness of local tax laws, licensing rules, and the regulatory environment. The Birmingham City Schools serves 23,000 students from K-12 with 18 elementary schools, 10 K-8 schools, eight middle schools and seven high schools. The University of Alabama at Birmingham (UAB) ranks 15th in federally funded research among public universities (https://www.birminghamal.gov/about/)

Position Description
Directs and administers all activities of the Authority. Plans, organizes, directs, administers, coordinates and evaluates all of the programs and activities of the Housing Authority, including the management of low-income housing and Section 8 housing programs, acquisitions of land, planning, designing, building and maintenance of housing facilities, purchasing and property controls, budgeting and accounting procedures, personnel management, resident relations and public relations. Manages all funds, bonds, securities and other assets of the Authority; acts as Secretary of the Board of Commissioners; responds with sensitivity of concerns of residents and applicants; implements related work as required.
Major Duties and Responsibilities

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load. This position description is in compliance with the Americans with Disabilities Act.

1. Plans, organizes, administers, directs, coordinates and evaluates all of the activities of the Authority, including the management of low-income housing and Section 8 housing programs, acquisition of land, planning, designing, building and reconditioning and maintenance of housing facilities, purchasing and property controls, budgeting and accounting procedures, personnel management, resident relations and public relations.

2. Prepares and presents the annual budget to the Commissioners and after adoption, exercises budgetary control and review; assures judicious management of all HA funds, securities and other assets.

3. Directs preparation of the agenda for the Commissioner’s meetings; attends such meetings; maintains and certifies the official minutes of Commissioner’s meetings.

4. Recommends policies to the Board of Commissioners and implements those policies.

5. Maintains close communication with all Commissioners and, in a complete and timely manner, gives pertinent information which helps them carry out their decision-making and policy-making functions.

6. Reviews and makes decisions in situations where administrative and operational policy interpretations are involved.

7. Recommends to the Commissioners policies, programs and activities that can improve the physical, social and management conditions of existing public housing and/or can increase the availability of low-income housing in the Birmingham District.

8. Administers the Commissioner’s intermediate and long-range planning, including identifications of needs, objectives, alternatives for action, anticipated costs and available resources.

9. Maintains current knowledge of the interpretation and application of provisions of Federal, State and local government laws and regulations which relate to the functions and activities of the Housing Authority.

10. Analyzes legislative bills and proposals and recommends legislation concerning public housing programs.

11. Coordinates activities of the various departments of the Authority and ensures that outside agency resources can be utilized and coordinated for the benefit of residents and the HA.

12. Oversees and monitors 3rd party management companies to ensure compliance with the contract and compliance related to resident council.

13. Hires and removes top level staff members and approves the employment and removal of subordinate employees.
14. Develops and maintains an efficient work force ensuring that all staff members are familiar with and carry out their respective responsibilities.

15. Supervises, initiates and participates in programs of training and staff development for Authority personnel.

16. Delegates authority and responsibility to top level staff members.

17. Reviews and evaluates the work of top level staff members and Authority programs and activities to ensure adherence to established policies and procedures.

18. Encourages development of work improvement proposals and directs analysis and implementation of such proposals.

19. Counsels and resolves problems and complaints of staff members and residents which cannot be resolved by other Authority personnel.

20. Develops and encourages efforts by the Authority staff members to work in cooperation with residents to achieve more effective management and maintenance of low-income housing.

21. Recognizes and deals effectively with varied personal factors motivating the actions of residents and applicants for public housing.

22. Exercises positive interpersonal human relations skills in responding with sensitivity to concerns presented by applicants, residents, neighborhood groups or other persons of low-income or their representatives.

23. Establishes and maintains effective working relationships with Commissioners, staff members, residents and other persons associated with work of the HA.

24. Maintains working relationships with the U.S. Department of HUD, other Federal agencies and State, City and County governments interested in programs of the HA.

25. Represents the HA before legislative bodies, governmental officials and general public to discuss, explain and interpret the policies, programs, goals and objectives and development activities of the Authority.

26. Develops and maintains an effective public relations program.

27. Provides community leadership in securing public support for adequate public housing assistance programs for low-income citizens.

28. Prepares or directs the preparation of periodic reports on the HA’s overall operations and, as requested by the Board of Commissioners, on specific areas of inquiry.

29. Acts as contracting officer of the Authority.

30. Performs any other related work as required by the Board of Commissioners.
Required Knowledge and Abilities

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).

2. Knowledge of the purposes, policies, and regulations of HUD affecting Public Housing and the Section 8 Programs.

3. Knowledge of the local, state, and federal laws governing public and other subsidized housing programs.

4. Knowledge of the policies, laws, and regulations governing bonded indebtedness, handling of bids, and the preparation and executions of contracts and agreements.

5. Knowledge of housing bond issues, Low Income Housing Tax Credits (LIHTC), conventional loans, or other financing vehicles.

6. Knowledge of community/social services available locally and through state and federal agencies and/or funding sources.

7. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.

8. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.

9. Knowledge of the principles of federally assisted housing management, maintenance, and modernization.

10. Knowledge of Resident Council and Council President Advisory Board (CPAB) duties and responsibilities.

11. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Board of Commissioners and HUD.

12. Ability to plan, organize, and develop a variety of operational and management programs and procedures.

13. Ability to evaluate performance of subordinates accurately, correct deficiencies, and to guide, replace, and assign personnel.

14. Ability to analyze comprehensive financial reports and data.

15. Ability to present ideas in a clear and concise manner both orally and in writing.

16. Ability to establish and maintain effective working relationships with co-workers, vendors, contractors, residents, HUD, and local, state, and federal officials.

17. Ability to communicate with people from a broad range of socio-economic backgrounds.

18. Ability to develop business proposals and plans including market analyses, income and expense statements, cash flow projections, and capital plans required to support existing or proposed ventures.
Physical Requirements

1. Level of manual dexterity sufficient to allow for operation of a typewriter, terminal keyboard, telephone, facsimile machine, calculator, etc.

2. Ability to move, handle, or lift small objects around desk area, e.g. files, computer printouts, reports, calculator, office supplies, etc.

Minimum Education, Training, and/or Experience

1. Attainment of a minimum of a bachelor’s degree from a recognized college or university in business or public administration or a related field and a minimum of five years increasingly responsible experience in public housing administration or a related field, including significant experience in public finance and construction; or a combination of education and experience equivalent to these requirements.

Special Requirements

1. Must possess a valid State of Alabama driver’s license.

2. Must be bondable.