

EXECUTIVE DIRECTOR

Reports To: Board of Commissioners

Position Grades: 8 through 10

Position Summary:

Responsible for planning, organizing and directing the operation of low rent and housing assistance programs developed under the U.S. Housing Act of 1937 as amended, the Housing and Community Development Act of 1974 and other Federal legislation for the City of Fulton, Missouri. Work also includes serving in an advisory capacity as a liaison to the Housing Authority Board of Commissioners. Performance of these duties requires the application of executive skills including hiring and supervising staff; extensive knowledge of public housing, finance and accounting as well as the ability to research, plan, administer and evaluate comprehensive housing programs for low income citizens. Work is performed with independence of action, subject to broad program objectives, direction of the Commissioners, and to pertinent federal laws, rules, and regulations.

Essential Functions:

1. Subject to the By-Laws, directives and policies of the Fulton Housing Authority the Executive Director shall be responsible for the general supervision and direction of the operations and activities of the Fulton Housing Authority.
2. The Executive Director executes all resolutions and orders of the Housing Authority and requirements of the Department of Housing and Urban Development, preparing and signing contracts, agreements, reports, forms, and other fiscal management activities and instruments, and assigns departments and/or staff to carry out programs.
3. The Executive Director is responsible for effective relations between the public, Federal, State and local government officials and all agencies and business that work with the Fulton Housing Authority.
4. The Executive Director represents the Housing Authority on official business dealing with the media or the public.
5. The Executive Director shall serve as the Grant Officer for the Housing Authority.
6. The Executive Director shall serve as the Equal Opportunity Officer with the responsibility to insure no discriminatory practices exist or are developed.
7. The Executive Director will be responsible for the Housing Authority's Affirmative Action Program, which includes monitoring and reviewing the effectiveness of the program as required by law.
8. The Executive Director is responsible for scheduling required employee training.
9. The Executive Director shall be responsible for establishing procedures for maintaining and securing employee records, documentations and confidential employment information.
10. Performs various personnel management duties for Office Staff and Maintenance Supervisor which includes, but is not limited to evaluating employee performance and evaluation; recommends and approves vacation, sick leave, and time off; approves time sheets. Reviews all staff time sheets.
11. The Executive Director is responsible for keeping the Board of Commissioners apprised of all fiscal, personnel and operational matters.