



JOB DESCRIPTION

Job Title: Executive Director
Classification: Exempt
Employee Appointment: Full Time
Reports To: Board of Commissioners
Supervision Exercised: Supervises Senior Management Team of 5 and total staff of about 50

Job Purpose: To provide decisive leadership and management of the planning, organizing, direction, development and control functions of the agency. Interprets and implements policies approved by the Board and is responsible for the administration of Board policies. The position is guided by a contract between the Board and the Executive Director.

ESSENTIAL FUNCTIONS

- A. Show a demonstrated interest in FHRA's mission: Empowering People to Achieve Independence Through Housing
- B. Adhere to FHRA's Core Values
 1. Service: helping people to the best of our abilities
 2. Integrity: staying true to our word through action
 3. Teamwork: working together to achieve goals
 4. Quality: exceeding the average, striving for excellence
 5. Commitment: dedication to the FHRA Mission
- C. Interpret, implement and administer the policies of the Board of Commissioners and all applicable federal and state housing regulations.
 1. Supervise the preparation of all board materials.
 2. Act as Board Secretary, including maintaining appropriate minutes, files and records.
 3. Determine appropriate course(s) of action related to adopted policies and procedures.
 4. Approve all Board policy correspondence, notices and directives.
 5. Act as liaison with regulatory agencies, local officials and community-based organizations. Interprets and explains the Agency's programs, policies, services, needs and other matters of mutual interest.
 6. Attend meetings, workshops, conferences, seminars and other sessions, to gain firsthand knowledge of new or improved housing programs in the public and private sectors.
 7. Keep informed of policy and operation changes and innovations in the housing field.
 8. Act as the Agency's Public Relations Officer. Approves all external statements, reviews, and policies before being released to media.

- D. Provide for the administration, leadership and management of the Agency.
1. Develop, implement and enforce policies and procedures of the organization that would improve the overall operation and effectiveness of the FHRA.
 2. Continually assess the housing needs of the City of Fargo and determine the appropriate FHRA response to those needs.
 3. Supervise the Senior Management Team. Indirectly monitor the performance of all agency employees. Ensure job descriptions, performance standards, and performance evaluations are legal, current and conducted in a timely manner.
 4. Exercise employer discretion, including the hiring and termination of agency employees based on recommendations from supervisors and human resources. Ensure that employee personnel policies have been followed.
 5. Guide the budgeting process, including monthly and annual review for changes, trends and forecasting as well as preparation and submission of proper fiscal and progress reports to cognizant agencies and the FHRA Board of Commissioners.
 6. Oversee and provide guidance for the overall long-term financial health of the organization.
 7. Receive bids for Board approval and execute contracts for work by others. Monitor work in progress for compliance with contractual provisions.
 8. Anticipate Board's, staff's and clients' needs and respond by making clear, timely executive-level decisions where appropriate to improve operations and services.
 9. Oversee effective project management practices by adhering and enforcing reasonable timelines and appropriately delegative while incorporating flexibility when necessary.
 10. Initiate and propose grant writing.
 11. Create committees and serve as a member where appropriate.
- E. Develop and innovate new housing properties and programs.
1. Oversee new housing projects and programs of the FHRA.
 2. Act as Chief Operating Officer or President of FHRA subsidiary or affiliate corporations.

Minimum Qualifications

1. Bachelor's degree and seven (7) years' experience in housing management, community development, public administration or a closely related field.
2. Five (5) years in significant management capacity at a public housing authority or other similar experience.
3. Possess a valid driver's license and proof of automobile insurance coverage.
4. Must pass a criminal background investigation and driving record review.
5. Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.
6. Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
7. Demonstrated skills in budgeting, personnel management and public relations.
8. Working knowledge of fiscal management, maintenance systems, personal and administration management systems in public or private housing.
9. Substantial background in the implementation of management controls and systems.
10. Considerable knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction and the management of local housing authority operations.

11. Ability to maintain and enforce confidentiality in all assignments.
12. Ability to relate to and interact with residents in low and moderate-income housing settings.
13. Flexibility and the ability to be flexible and perform work under time pressure in an organized manner.
14. Ability to record and deliver information; to explain complex procedures to others; to follow and give verbal and written work orders.
15. Ability to innovate and analyze.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Work Environment

This position works within an office environment but occasionally requires working in a public housing environment and construction environments in all weather conditions (hot, cold, humid, dry and wet).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. Regular hours of work and days are Monday through Friday, 8:00 AM to 4:30 PM. However, this position can regularly require evening and occasional weekend work.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel is required, averaging about once per month.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change by the Board of Commissioners to fit the Mission of the FHRA.

Competencies and Characteristics of a Successful Office Holder:

Ethical Conduct: Adheres with the rules and standards set by the Mission and Core Values of the FHRA and federal, state and local laws for housing authorities.

Managing Vision and Purpose: Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; makes the vision sharable by everyone; inspires and motivates people and populations to act.

Courageous Leadership: Effectively communicates critical things that need to be said; provides current, direct, complete and actionable positive and corrective feedback to others; willing to confront problems and situations quickly and directly; willing to be decisive on unpopular issues when necessary; is gracious when admitting fault and is generous with acknowledgement for the success of others.

Results Driven: Can be counted on to exceed goals successfully; mission-driven, bottom-line oriented; steadfastly pushes self and others for results.

Strategic Agility: Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future-oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create breakthrough strategies and plans.

Dealing with Paradox: Can act in ways that seem contradictory; is very flexible and adaptable when facing tough calls; can combine seeming opposites (like being compassionately tough), stand up for self without trampling others, set strong but flexible standards; can act differently depending upon the situation; is balanced, despite the conflicting demands of the situation.

Political Savvy: Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly; views corporate politics as a necessary part of organizational life and works to adjust to that reality; is a maze-bright person.

Command Skills: Relishes leading; takes unpopular stands if necessary; encourages direct and tough debate, but is not afraid to end it and move on; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.

Innovation Management: Is good at bringing the creative ideas of others to market; has good judgment about what creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the market.

Motivating Others: Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team members; empowers others; invites input from each person and shares ownership and visibility; makes everyone feel his/her work is important; is someone people like working with and for.

Community Development: Develops strong external loyalty to the mission and values of the organization, and brings strong community and civic leader relationships to leverage good will and financial support organization.