



HOUSING AUTHORITY OF THE CITY OF MADERA

OPEN RECRUITMENT

Filing Deadline: Wednesday, May 01, 2024

JOB ANNOUNCEMENT **EXECUTIVE DIRECTOR**

Salary Range (97.5): \$140,976-\$179,928/month

THE ORGANIZATION

The Housing Authority of the City of Madera was organized in December 1968 under the provision of the Housing Authority Law of the State of California, as the sixty-ninth (69th) Housing Authority. The Madera City Council, a seven-member board, governs the Housing Authority serving as its' Board of Commissioners. The agency provides for four management positions, in addition to the Executive Director. The Authority's annual operating budget is approximately \$10 million with twenty-two employees. The agency is responsible for administering a variety of housing programs - 244 public housing units scattered throughout the city, 100 USDA farm labor units, 50 migrant farm worker housing units, 707 housing assistance vouchers (HCV) including special program vouchers, 46 project based vouchers (PBV), and 51 VASH (Veterans Assistance) for a total of 804 units. The Housing Authority also manage units for agency's nonprofit partners (14 multi-family rentals and twelve units of MMHSA (Madera Mental Health Services Act) housing.

CITY OF MADERA

Madera is located in the heart of the State of California, 20 miles north of Fresno, 175 miles southeast of San Francisco, 56 miles southeast of Yosemite National Park. The City of Madera encompasses twelve square miles, with a population of approximately 68,000. Madera offers an excellent school system, modern residential areas, and diversified recreational facilities. Industrial and commercial areas are experiencing reasonable and steady growth. Madera is a growing city with lots of opportunities to offer an exciting career for a housing professional.

THE POSITION

The **Executive Director** serves as the chief administrative officer for the Housing Authority of the City of Madera and is responsible for overseeing the planning, direction and implementation of all programs and policies of the agency and ensuring the efficient and effective administration and execution of all agency business. The Executive Director reports to a seven-member Board of Commissioners and provides leadership to the agency's four departments - Housing Services, Financial Services, Property Services, and Maintenance Services.

Under policy direction, directs the activities and operation of all departments; advises and assists the Housing Authority Board of Commissioners in the conduct of Authority business; provides administrative oversight to the operational and policy functions of the agency; coordinates agency business with various programs, officials, outside agencies, the community, and nonprofit entities; provides a variety of other responsible and complex administrative support to the Board of Directors; performs other related duties as required. Exercises direct and indirect supervision over all agency staff.

The agency is well respected in the community and by its funding sources, i.e., HUD, USDA, CalHFA. The agency has a very dedicated, supportive, and talented staff and should continue on the current path leading to financial independence from funding sources for its future course

EXAMPLES OF DUTIES:

- Accepts full responsibility for all Housing Authority activities, programs and services including directing the development and implementation of goals, objectives, policies, and procedures; ensures that established goals and priorities are achieved.
- Provides advice and consultation to the Board of Commissioners on the development and implementation of agency programs, policies, and services; directs and participates in the preparation, presentation, and administration of the Authority budget; prepares long-term capital improvement and service plans and provides recommendations for their financing.
- Examines programs, systems and procedures and proposes improvements and simplifications; conducts continuous research on administrative practices and recommends improvements to enhance productivity, increase organizational effectiveness, ensure economy of operations, and improve agency services.
- Coordinates and reviews the preparation of the agenda and supporting information for the Board of Commissioners meetings; confers with legal counsel relative to agenda issues; prepares and submits administrative and financial reports; keeps the Board of Commissioners advised of financial conditions, program activities and accomplishments, and the present and future needs of the agency.
- Oversees financial record maintenance and reporting; ensures proper development and administration of grant and subvention funding; prepares leases and agreements with other agencies; assumes responsibility for the development, maintenance and improvement of Housing Authority property, buildings, and facilities; establishes and administers tenant relations programs; performs public relations duties and prepares and issues press releases and articles.
- Supervises, motivates, and provides training for all agency staff; administers and maintains the agency personnel system, including employment procedures, grievances, affirmative action, and employer-employee relations; oversees the selection, training, and evaluation programs for all agency personnel; identifies and resolves staff deficiencies; executes disciplinary or termination procedures where required.
- Performs all duties as may be prescribed by Board of Commissioners action; directs and implements the policies, procedures and programs adopted by the Board; assembles pertinent information, resources, and work teams necessary to support a positive and productive working environment; coordinates agency programs and activities with other governmental agencies, outside organizations, and the community.
- Represents the Authority in professional and community meetings; stays current on issues relative to housing program administration and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, other governmental agencies and associations, Authority management and staff, clients, and the public.

THE IDEAL CANDIDATE

The ideal candidate should possess a combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Executive Director**. Strong leadership skills are very important to this position. The ideal candidate should have a record of successful results in relationships with both public and private sector partners. The candidate must have the ability to work well with the Board of Commissioners and staff. The ideal candidate should possess a history of success in managing day-to-day business activities, the ability to administer successful public housing programs, significant financial and budgetary experience, as well as the ability to plan, organize and lead a team with tremendous clarity, enthusiasm, and resilience. Provide effective leadership and coordinate the activities of a complex public agency; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; analyze complex issues, evaluate alternative, reach sound conclusion and adopt an effective course of action; analyze, develop and implement adjustment to operating procedures to improve organizational effectiveness and efficiency; have significant background and skills related to housing development and finance; effectively represent the agency to representatives of community organizations, other governmental agencies and associations, Authority management and staff, clients and the public; select, supervise, motivate, train and evaluate staff; facilitate group participation and consensus building; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships.

A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible management or administrative experience in a public or private agency, including the responsibility for development and implementation of programs, budgets, and administrative operations, and/or a bachelor's degree in public administration, business administration, property management or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

LICENSE/CERTIFICATE

Possession of, or ability to obtain, a valid class C California driver's license and ability to meet insurability requirements of the company providing automobile insurance to the Housing Authority. Incumbents must possess a Public Housing Management Certificate, or appropriate probationary certificate, as issued by the National Association of Housing and Redevelopment Officials (NAHRO) or be able to obtain within one year of hire.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using the computer, and acute hearing is required when providing phone and face-to-face service.

APPLICATION PROCESS

Applications are available online at www.maderaha.org or at the Housing Authority of the City of Madera 205 N. 'G' St., Madera, CA. The examination process may consist of one or more of the following - review of applications to determine eligibility; a written or performance exam, oral interview, and background review including criminal history. The agency reserves the right to make necessary modifications to the exam process. The agency will make every reasonable effort in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the examination process

Contact Information:

The final filing deadline for this recruitment is **May 01, 2024**. To be considered for this opportunity, please submit a cover letter, Housing Authority of the City of Madera application, and resume. Agency applications are available on our website www.maderaha.org. Applications can be filled in on-line, printed, signed, and emailed to the email address listed below and submitted by the filing deadline. For additional information regarding this opportunity please contact:

Danene Aguilar, HR Consultant
Housing Authority of the City of Madera
205 North G Street, Madera, CA 93637
Phone: (661) 447-3912
Email: d.aguilarhrcoach@gmail.com
Website: www.maderaha.org

MEDICAL EXAMINATION: Appointment will be contingent upon successful completion of a complete medical exam and drug screen.

ONLY QUALIFIED APPLICATIONS WILL BE CONSIDERED. APPLICATIONS CAN BE COMPLETED ONLINE, PRINTED AND SUBMITTED TO THE EMAIL ABOVE BY THE FILING DEADLINE. RESUMES AND/OR OTHER PERTINENT INFORMATION MAY BE ADDED BUT CANNOT BE SUBSTITUTED FOR APPLICATION INFORMATION.

*****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

BENEFITS

- Twelve paid holidays per year.
- Vacation, sick leave, plus an additional 48 hours of admin leave to be used within the fiscal year.
- Medical, vision and dental (benefit credit provided based on coverage chosen).
- Membership in CalPERS Retirement Plan (2% @sixty, based on highest 36-months) for those individuals with current or prior qualifying public sector service that establishes eligibility as a “classic member” pursuant to the provisions of California’s 2013 Pension Reform Act and CalPERS Regulations with the employee paying at least ½ of the normal retirement cost). Individuals with no current or prior qualifying public sector service, and who are defined as new members or new employees under the Act, will be eligible for the 2% @sixty-two retirement benefit formula (based on the highest 36-months with the employee paying at least ½ of the normal retirement cost).
- Deferred Compensation 457 Plan
- Life insurance and long-term disability insurance
- The Housing Authority of the City of Madera does not participate into Social Security
- Employees of the Housing Authority of the City of Madera work a 9/80 compressed workweek schedule.

THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST INDIVIDUALS ON THE BASIS OF RACE, GENDER, RELIGION, ANCESTRY, SEXUAL ORIENTATION, AGE, FAMILIAL STATUS, OR DISABILITY IN ANY OF ITS PROGRAMS OR ACTIVITIES.
