



## DEWITT COUNTY HOUSING AUTHORITY

— A MUNICIPAL CORPORATION OF THE STATE OF ILLINOIS —

**Christopher D. Ware**  
*Chairman of the Board*

100 South Railroad Street - Clinton, IL 61727-2053  
Phone: (217) 935-8804 Fax: (217) 935-3367

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### **Vacancy position: Executive Director**

*(Prime Candidate Under Consideration)*

**Salary: \$58,000 - \$70,000**

**Send resume and letter of intent to:** Christopher Ware, Chairman of the Board  
DeWitt County Housing Authority  
PO Box 553  
Clinton, IL 61727

**Postmarked by/Due Date: Wednesday, October 11, 2017**

#### **BACKGROUND**

The executive director reports to a five-person Board of Commissioners and is responsible for all aspects of the housing authority's operations including administration, management, development, and financial control.

The executive director's direct supervisor is the Chairperson of the Board of Commissioners.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **Directs policy development and planning, including:**

- Works directly with the Chairperson and Board of Commissioners on the development of all policies affecting the housing authority including strategic initiatives, economic feasibility, sound business planning and management.
- Works with a variety of partners and stakeholders to address future organization strategy and positioning in the affordable housing market.
- Providing quality materials and staff support to the Board to enable them to maximize the effectiveness of their governance of the authority.
- Facilitates the strategic planning and economic forecasting processes.
- Takes a leadership role in creating an organization that has a high level of integrity, professionalism, progressive-analytical-critical thinking.
- Provides for the development of new programs to serve organizational and community goals, in collaboration with community partners, local departments, state and federal agencies.

##### **Implements goals and policies, including:**

- Analyzes the feasibility of all development projects and manages the integration of new properties into the portfolio.
- Oversees the development, implementation, and update of a comprehensive housing maintenance and preservation program.
- Ensures compliance with all covenants of the properties.
- Oversees the development and implementation of a Capital Improvement.
- Ensures all policy and procedural manuals relating to the authority's management program reflect current authority and Housing and Urban Development regulations.
- Ensures resident and community involvement in policy development.

**Manages, supervises and directs the operations of the authority, including:**

- Over 5+ years working with budgets.
- Responsible for creating and maintaining a productive and positive workplace environment.
- Updates and implements ongoing professional development and job enrichment programs.
- Directs the asset management functions of the authority, including:
- Assesses the property portfolio to determine the highest and best use of each property.
- Analyzes the need to recapitalize, reposition or redevelop each property.
- Monitors the long-term feasibility of each property and recommends course-corrective actions.
- Monitors the balance sheet, income statements and statements of cash flow on a monthly basis.
- Primary contact for the auditor and ensures full compliance with all generally-accepted accounting practices.
- Oversees/recommends implementation of cash management strategies and accounting systems.
- Coordinates staff responsible for preparing the annual budget; and synthesizes budgets from individual sections to develop an agency budget.
- Recommends operating and reserve levels necessary to maintain fiscal integrity to the Board of Commissioners.
- Recommends strategies for increasing revenues or decreasing expenses; and assists in preparation of the Five Year Operating and Development Strategy.
- Develops and maintains authority procurement and contracting policies.
- Serves as the primary risk management coordinator, managing activities related to personnel, property, and premises liability as well as procurement.
- Develops a risk management plan and goals, performs loss analysis and planning and plans risk and safety training.
- Updates the authority's procurement policies.

**Performs public relations duties for the authority, including:**

- Oversees staff members who function as liaisons between authority and various agencies and/or individuals; and serves as liaison as necessary.
- Prepares the news releases, public announcements, and notices.
- Acts as liaison to representatives of other agencies and special interest groups with housing concerns.
- Projects a positive image of the agency to the community through various public relations promotions
- Works to develop a sense of community for residents within their home, their development, and their community.
- Prepares agenda materials and minutes for Board of Commissioners' meetings, maintains all official records for the authority, and oversees preparation of the authority's annual report.
- Leads the executive staff of the authority; coordinates agendas and runs meetings.
- Serves as the primary staff support to the Board of Commissioners.
- Represents the authority's policies and programs to service partners, HUD, NAHRO, etc.

**EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL  
DUTIES OF THIS JOB AND JOB SPECIFICATIONS**

**KNOWLEDGE/SKILLS AND EXPERIENCE**

- Must have a thorough knowledge of development principals.
- A working knowledge of HUD programs, policies, and procedures; have a minimum of five (5) years' experience in public housing management, public administration, public finance, or similar professional employment.
- Candidate must either possess or within 2 years obtain a PHM Certification or equivalent certification.
- Candidate should possess a four-year degree or equivalent work knowledge in public administration, business administration, finance or related field.
- Equipment requiring involved set up, adjustments and operational procedures (e.g. word processing equipment, personal computer, scanners, and digital copier/printer)
- Standard office software (Microsoft Excel, Word, and Outlook)