

Sweetwater Housing Authority

3 Valley View Village Dr

Sweetwater, TN 37874

423-337-6224

Sweetwater Housing Authority is accepting resumes for the position of Executive Director. The starting salary for the Executive Director position will be based on experience. The Authority does cover the cost of employees' health insurance premiums, dental and life insurance. The Authority is part of the TCRS Retirement program and employees are required to contribute 5% of gross salary into the plan each week. The authority also offers a 401k plan if employees are interested. The authority does provide paid vacation, sick days and holidays. All these things are available after a 90-day probation.

This is a full-time position. Normal office hours are 8:00 am to 5:00 pm, the director's role does require some flexibility.

Job performance is evaluated by the Board of Commissioners.

Please submit cover letter, resume, three professional references, and salary expectations to shaooffice@sweetwaterhousing.com or mail to Sweetwater Housing Authority, PO Box 88, Sweetwater, TN 37874

Resumes will be accepted until the position is filled.

Sweetwater Housing Authority is an Equal Opportunity Employer

This Owner/Agent does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. If you are disabled and would like to request an accommodation or if you have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs. This Owner/Agent does not discriminate against applicants or tenants based on any of the following classifications: race, color, national origin, sexual orientation, gender identification, disability, religion, familial status, or age (unless dictated by specific program eligibility requirements).

TN RELAY CENTER: Voice- 1-800-848-0299 TTY- 1-800-848-0298



Sweetwater Housing Authority

POSTION: Executive Director

SUMMARY:

The position of Executive Director is a responsible, administrative position, requiring thorough knowledge of federal and state regulations with regard to Multifamily Housing and their respective state/federal funds and of tenants' rights as they relate to properties and federally subsidized programs. The position is appointed by and reports directly to the Board of Commissioners. The ED oversees the Multifamily program and its 157 rental units. Included in this responsibility are the oversight of functions relating to Personnel Management, Policy Writing, Intake (Applications), Resident Complaints, Inspections, Inventory Control and Property Maintenance.

GENERAL REQUIREMENTS

1. Communicates with applicants, tenants, employees, and other individuals
2. Ability to work with the Fee Accountant to prepare and adhere to the annual budget as well as monthly reports and audits where appropriate, maintaining supportive documentation as necessary.
3. Must have strong communication skills in the English language-both verbally and in writing. Bi-lingual capability would be a plus but is not a requirement.
4. Must understand and have demonstrated requirements relative to absolute confidentiality of work-related issues and information and work to enforce same with all staff.
5. Must be able to plan budgets, evaluate and/or interpretation of bid proposals and property management concerns such as ordering items in amounts sufficient to the needs of the agency.
7. Must have the ability to work under pressure on time sensitive tasks, to handle stressful situations and workloads, keep an even temper even during stressful situations and to multitask on a daily basis.
8. Must have sufficient proficiency in Microsoft Office products, including Word and Excel.
9. Must have the ability to communicate fairly and effectively with a diverse low-income population and a variety of persons of all types of socio-economic status, mental capacity, age, race, including clients, commissioners, staff and visitors.
10. Must have sufficient flexibility of scheduling to work daily shifts and to respond to emergencies after hours when circumstances require it.
11. Knowledge of TRACS system.
12. Ability to operate standard office equipment, such as telephone, computers, fax machine, copier, scanner, shredder, printer, etc.

AREAS OF RESPONSIBILITY

- * Report directly to the Board of Commissioners and function as Board Secretary
 - * Has full authority to administer personnel policies, bylaws and any rules and regulations adopted by the Board, within the limits of the approved budget.
 - * Responsible for accurately recording and maintaining the minutes of board meetings, setting up agendas, and scheduling Board meetings.
- * Maintain working knowledge of current U.S. Department of Housing and Urban Development (HUD) and their ever-changing Federal Regulations as they relate to the Multifamily Program.
- * Maintain working knowledge of existing SHA and SHMC bylaws and prepare and recommend updates to the Board when appropriate.
- * Work with the Fee Accountant to prepare and monitor budgets, expenditures and statistics.
- * Supervise and work with other staff to ensure day-to-day operational objectives are met and exceeded when possible.
 - * Monitor budgets
 - * Review and Approve bid proposals
 - * Conduct Quality Control reviews of a minimum of 20% of all tenant files each year.
 - * Help conduct housekeeping inspections when needed.
- * Respond to inquiries, phone calls, correspondence and e-mails in a timely and responsive manner.
- * Develop and implement policies, programs, and initiatives aligned with organizational \ goals and regulatory requirements.
- * Address tenant concerns, resolve disputes, and maintain safe, affordable housing environments. Ability to interact in a professional manner with dissatisfied or verbally abusive individuals.
- * Supervises all agency staff, evaluations, promotions, and terminations. Ensures staff receive appropriate training and professional development.
- * Interview applicants for employment, hiring and training.
- * Establish criteria necessary for an efficient, well-run office.
- * Knowledge and ability to manage the TRACS system, generate and process HAP's.
- * Process payroll and input any deductions necessary.
- * Manage Account Payables weekly, making sure all accounts are paid up to date, this includes any utility allowance checks tenants are due.
- * Balance and manage all checking accounts and CD's.
- * Print and keep all quarterly reports for payroll on file.
- * Manage and submit TCRS and 401K reports.
- * Renew and keep all insurance policies up to date.
- * Process all reports needed for month end each month and mail to the Fee Accountant.

- * Keep Board appraised of all relevant activities, programs, accomplishments and areas of concern in agency operations.
- * Yearly reviews for each employee and recommend annual salary adjustments.
- * Prepare all 1099's at end of year, W-2's are prepared by payroll company, print and distribute to employees.
- * Maintain Personnel records and all tax related forms.
- * Help in other administrative positions when other employees are out or as needed due to work overloads.
- * Must be able to occasionally drive a vehicle to conduct work – such as to perform unit inspections, etc.

TRAINING AND EXPERIENCE (positions in this class typically require):

High School Diploma or equivalent (G.E.D.); a combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Proven leadership in multifamily housing, property management, or cooperative housing is a plus.

PHYSICAL REQUIREMENTS:

- * Position typically requires: Primarily an indoor position but will require helping with Inspections, checking apartments and grounds when needed.

REQUIREMENT:

A Valid TN Driver's License is required.

NOTE:

The above job description is intended to represent only the key areas of responsibilities: specific position assignments will vary depending on the business needs of the department.

DMV records are pulled every 3 years as required by insurance.

This position is considered a "Safety Sensitive Position". A Safety Sensitive Position is one where the position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position requires the employee to carry a firearm, perform life threatening procedures, work with confidential documents or information pertaining to criminal investigations, works with controlled substances or a

position in which a momentary lapse in attention could result in injury or death for another person.

SIGNATURES:

Employee

Date

Supervisor

Date