



Connecting people to homes, hope and opportunity.

Chief Executive Officer

Housing Authority of the City of Longview dba
Housing Opportunities of SW Washington

ORGANIZATIONAL CHARACTERISTICS:

HOSWWA is a public organization created under the Housing Authority Law of the State of Washington. Created in 1976, the Authority's jurisdiction of responsibility has grown to include not only the City of Longview, but also the cities of Kelso, Woodland, Castle Rock, Cathlamet, Kalama, and the Counties of Cowlitz, Pacific, Lewis, and Wahkiakum via interlocal agreements. The Authority administers City, State, and Federally subsidized housing programs, including Housing Choice and Project Based Vouchers, USDA Rural Development Multi-Family and Low Income Tax Credit Projects, Veterans Administration Programs, and locally owned properties. HOSWWA is also an active affordable housing development organization. In addition, HOSWWA is the administering agency for Joint Pacific County Housing Authority (JPCHA).

JOB TITLE: Chief Executive Officer **DEPARTMENT:** Executive

REPORTS TO: Housing Authority Board of Commissioners, JPCHA Board of Commissioners

SUPERVISES: Finance Manager, Asset Manager, Director of Community Services, Housing Assistance Programs Manager, and Administrative Assistant

RESOURCES INFLUENCED:

- HOSWWA Annual Operating Budget \$13.1 million
- JPCHA Annual Operating Budget \$333K
- Total HOSWWA Assets \$15.7 million
- Total JPCHA Assets \$4.2 million
- Total Employees 45-50

POSITION OVERVIEW:

The CEO is responsible for all aspects of the Housing Authority's operations including administration, management, development, and financial control. Serves as the primary staff support to the Boards of Commissioners. Works with the Boards and senior management team on the development of all policies affecting the Housing Authority including strategic initiatives, sound business planning, and management.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Leadership

- Model and ensure the highest standards of ethics, engagement, and performance throughout the organization
- Offer leadership on effective housing opportunities throughout the Authority's jurisdiction that are affordable to households and individuals of modest and lower incomes. Disseminate information on the continuum of housing needs, promote best practices, and advocate for necessary resources and effective public policies
- Enlist, support, and encourage Housing Authority Commissioners as representatives of and ambassadors to the community. Support the Boards of Commissioners in fulfilling their legal and fiduciary responsibilities by providing information on agency operations and key issues. Provide orientation materials and training plans when onboarding new Commissioners
- Support and lead the senior management team, including establishing agency priorities, developing organizational training plans, and reviewing policies and programs
- Anticipate and be proactive to meet the demands of the changing landscape

Strategic Planning and Annual Operations

- Implement the Housing Authority's Strategic Business Plan, engaging commissioners, managers, staff, community partners, and constituents
- Develop strategies to achieve organizational goals in collaboration with management and staff. Understand the organization's strengths and weaknesses, analyze market trends to identify external threats and opportunities, and adapt strategy to changing conditions
- Monitor the Plan's goals, objectives, and metrics to ensure that the organization achieves its mission and is making consistent and timely progress. Provide leadership in developing course adjustments and updating the Plan

Financial Management, Human Resources, and Administration

- Maximize resources to ensure the effective supervision, guidance, development, and evaluation of all staff in a work environment that results in positive morale and employee retention
- Direct resource development and fiscal strategy to secure sufficient resources to support core lines of business
- In collaboration and coordination with the Commissioners and senior management, develop and implement a funding plan to support the organization's operations, seeking support from community partners and individuals
- Advocate for funding and policy initiatives related to the organization at the local, State, and Federal level

Relationship Building and Community Development

- Represent the Authority and its programs to local, state, regional and national governments, current and potential partners, and the general public to increase awareness of housing programs, services, and community needs

- Encourage and cultivate public and private partnerships. Engage in business, investment, philanthropic and development communities
- Make public/media presentations including those on public policy advocacy that support the organization's mission and promote the interests of affordable housing in low income and underserved populations

WORKING CONDITIONS:

This position functions primarily in an office environment. Work outside the office will include meetings throughout the jurisdiction, state, and nation, and visits to housing construction sites and other facilities owned or under the control of the Housing Authority.

PHYSICAL REQUIREMENTS AND DEMANDS OF POSITION:

While performing the duties of the position, the employee is frequently required to sit, stand, stoop, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility, manual dexterity, and coordination including operating equipment such as a computer, calculator, and other standard office equipment. Requires the physical ability to operate a motor vehicle and travel on a regular and ongoing basis to local, regional, and nationwide sites and meetings. Traveling often includes driving within the local, state, and regional area in order to attend meetings and/or inspect properties. Requires the ability to physically access raw land, construction sites, and/or existing housing and buildings, possibly on rough terrain, in order to conduct preliminary and ongoing inspections. Units may be multi-storied without access to an elevator or situated far from parking areas. May have potential exposure to various environmental conditions.

EQUIPMENT USED:

Incumbents must be able to effectively utilize computers and related software, computer printers, photocopier, and telephone (landline and cellular).

PREFERRED QUALIFICATIONS:

Education and Experience

- Minimum of a Bachelor's Degree in business administration, public administration, financial management, or related field; or equivalent experience
- Significant experience working with affordable housing programs, with five (5) years of progressively responsible supervisory experience required
- Significant experience working with housing or community development and local, state, and federal grants
- Experience serving the needs of rural communities and special needs populations
- Experience with successfully raising funds

Knowledge, Skills, and Abilities

- Read, interpret, and apply state, federal, and local regulations, including a working knowledge of state and federal housing programs, laws, regulations, policies, and procedures

- Formulate policies, develop and administer budgets, negotiate and administer contracts, formulate program plans with objectives, and prepare and present reports and budgets
- Thorough knowledge of development principals including financing, design, construction techniques and practices, and project management
- Implement strategic plan objectives and the mission and vision of the organization
- Collaboratively create a harmonious working environment, provide direction, ensure accountability, and motivate others to achieve and overcome barriers
- Assess opportunities and mitigate strategic risks while monitoring progress and making timely course corrections
- Establish effective working relationships with employees, clients, local and state officials, and the general public
- Effectively work with policymakers and government agencies to educate and influence policy
- Strong and effective leadership and supervisory skills
- Strong decision-making, organization, time management, and delegation
- Excellent written and verbal communication skills, including a comfort with public speaking
- Passion for serving the needs of diverse populations

Licenses or Certificates

- Valid Washington State Driver's License (within 30 days of employment) and an acceptable driving record (according to the organization's standards)

Salary: Compensation for this position is negotiable, depending on the qualifications and experience of the chosen candidate.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

TO APPLY: Please visit our website to review the **Job Announcement** for details on how to apply: www.hoswwa.org.



**HOUSING OPPORTUNITIES OF SW WASHINGTON IS
AN EQUAL OPPORTUNITY EMPLOYER**