

**POSITION DESCRIPTION  
EXECUTIVE DIRECTOR  
HARRIETSTOWN HOUSING AUTHORITY**

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**OVERVIEW**

The Harrietstown Housing Authority (HHA) provides its residents with clean, safe and affordable housing in a non-discriminatory manner. HHA owns and manages 113 units of public housing in the Village of Saranac Lake and administers 135 tenant-based Section 8 housing vouchers within the Village of Saranac Lake and Town of Harrietstown. HHA is overseen by the U.S. Department of Housing and Urban Development (US/HUD). An affiliated entity, the non-profit Adirondack Housing Development Corporation (AHDC), owns and manages 12 HOME/LIHTC units.

The Executive Director (ED), who serves at the pleasure of HHA's Board of Commissioners, is responsible for administering all HHA programs, including the planning, development, management, maintenance and operation of public housing as well as the operation of the Section 8 program. The ED also conducts whatever other matters may come within the scope of HHA's program activities. The ED advises the Board on all matters relating to HHA's function in the local community, directs all personnel, and implements all initiatives that fall within the framework of federal, state, and local housing legislation.

**DUTIES**

- Responsible for the day-to-day oversight and management of all programs, physical assets, and initiatives of the HHA and its affiliate.
- Works with Board of Commissioners in setting policies and direction.
- Implements Board of Commissioners' (Board) policies through the establishment and administration of procedures.
- Engages and releases all personnel in accordance with HHA policies and procedures and New York State Civil Service laws and regulations.
- Supervises all personnel directly or indirectly; evaluates personnel annually.
- Oversees financial management and internal controls, including budget control, revenue collection, disbursements, financial controls. Works with HHA's fee accountant and auditor to ensure sound financial management practices.
- Prepares and submits annual operating budgets to the Board for approval.
- Acts as Procurement Officer.
- Acts as Contracting Officer.
- Ensures ongoing availability of qualified professional services, e.g., legal, accounting, auditing, A/E, IT, in compliance with HHA and US/HUD regulations and policies.
- Ensures timely compliance with all applicable laws, rules, regulations and reporting requirements.
- Maintains professional and productive working relationships with federal, state, and local governmental agencies, associated private entities, and the general public.
- Remains informed about, and, when appropriate, pursues federal, state, and private funding opportunities to advance capital and/or operating efforts.
- Remains informed about current and evolving legislation and regulations as they pertain to programs and initiatives.

- Prepares agendas in consultation with the Board Chair; prepares reports and background materials for Board's review and guidance at its monthly meetings.
- Manages, under Board leadership, the cost of employee benefit programs.
- Provides training and professional development opportunities, as appropriate, to staff and Board members to maximize promotional opportunities and value to HHA.
- Ensures a range of tenant services are provided.
- Ensures on-call system is in place. May share on-call responsibilities with staff on rotating basis.
- Acts as Chief Executive Officer for AHDC.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university.
  - Minimum five years' experience managing subsidized multifamily housing programs.\*
  - A working understanding of applicable federal, state, and local laws, regulations and policies.
  - Experience in organizational administration, staff supervision, finance.
  - Demonstrated success in grant writing and administration is desired.
  - Valid driver's license. Must be insurable.
  - Public Housing Management and Housing Choice Voucher Specialist certifications must be obtained within one year of start date.
- \* *Note: A variety of experience and skillsets may offset the need for five years' experience in managing subsidized multifamily housing programs.*

## **ADDITIONAL INFORMATION**

- Salary range is \$88,000 to \$97,000 and based on education and experience.
- This position is not governed by New York State Civil Service laws and regulations. The ED, however, is able to participate in the New York State and Local Retirement System.
- Position is open until filled.
- Please submit letter of interest, resume, and five professional references to:
  - Richard C. Loeber, Chair
  - Board of Commissioners
  - c/o Harriestown Housing Authority
  - 14 Kiwassa Road, Suite 1
  - Saranac Lake, NY 12983
  - [rich.loeber@gmail.com](mailto:rich.loeber@gmail.com)