



Position	Department	Grade	FLSA Status
Executive Director/Chief Executive Officer	Executive Administration	Appointed	Exempt

General Statement of Duties / Responsibilities:

Reporting to the Board of Commissioners, this position is responsible for the management, operations and activities of the Minneapolis Public Housing Authority (MPHA) in carrying out the direction, mission and business of MPHA. Directs the development and implementation of the Agency's goals, objectives and policies and is responsible for the supervision and administration of all of the Agency's daily operations.

Examples of Work (Illustrative Only):

The listed examples may not include all duties performed by all positions in this class:

1. Directs the development and implementation of the Agency's goals, objectives and policies adopted by the Board. Provides the Board alternatives and options, along with background supportive information, for each issue or concern raised, where board action is required. Assumes responsibility for the full operations of the Agency.
2. Responsible for all public affairs/relations and general information as it relates to the operations of the Agency ensuring sensitive and controversial issues are resolved in a satisfactory manner.
3. Confers with local, state, and federal officials as required and appears before appropriate boards, commissions and committees to present Agency objectives and programs; develops and maintains relationships with the Department of Housing and Urban Development (HUD), City Departments, Governmental Agencies and other public housing agencies and organizations.
4. Responsible for the planning and execution of public housing programs by interpreting and implementing HUD, Federal, State and local regulations affecting public housing programs.
5. Assists the Board, local governmental officials and agencies in the interpretation and clarification of new legislation requirements, housing issues and in the development of policies to address them.
6. Plans, directs and coordinates through senior staff the work plans for all of the Agency's divisions; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problem areas and develop alternative solutions.
7. Oversees the preparation of grant applications for programs to support and improve public housing operations.
8. Reviews and evaluates the performance of the Agency's operations and programs to ensure adherence to established policies and procedures, and legal administrative guidelines.
9. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
10. Oversees the development and administration of the Agency's annual budget for submission to the Board and appropriate units of government for their approval, forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Enters into contracts and agreements for implementation of federally funded programs, consultants, professional and technical services and any other agreements, after necessary approval of the Board.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public housing, management and public administration.

13. Provides for the development of new programs to serve organizational and community goals, in collaboration with community partners, local departments, state and federal agencies.
14. Works with a variety of partners and stakeholders to address future organization strategy and positioning in the affordable housing market.
15. Works to identify MPHA development opportunities including leveraging MPHA's moving to work authority and other financing options; develops strategies for possible disposition and replacement of identified MPHA housing assets.
16. Performs other duties as directed by the Board of Commissioners.

Minimum Requirements:

Bachelor's Degree in Public Administration, Business Administration or closely related field, or a combination of education and experience substantially equivalent to a degree, or any combination of education and work experience as may be deemed acceptable as equivalent by the Board of Commissioners. Master's Degree preferred.

A minimum of six years management experience in public housing, public administration, public finance or similar professional employment. Working knowledge of government regulations, especially in the area of public housing administration. Ability to communicate effectively both orally and in writing. Prior experience working with elected bodies and working with a board.

Required Knowledge, Skills and Abilities:

1. Knowledge of the operations, services and activities of a comprehensive public housing program.
2. Knowledge of mandated rules, regulations, law, policies and procedures governing public housing, and ability to interpret and apply the same.
3. Knowledge of pertinent Federal, State and local laws, codes and regulations.
4. Ability to identify and respond to sensitive community and organizational issues, concerns and needs.
5. Knowledge of preparation and administration of large complex budgets.
6. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
7. Ability to communicate the Agency program goals and objectives to individuals, community groups, business, elected officials and governmental agencies.
8. Ability to interact effectively with persons from diverse economic, social and ethnic backgrounds.
9. Ability to understand human behavior and to resolve conflicts and reach compromises in highly sensitive and/or political situations.
10. Must possess a valid Minnesota driver's license and have access to own transportation.

Working Conditions:

Office environment, with driving and occasional travel.

The above duties or working procedures describe the chief functions of the position and are not to be considered a detailed description of every duty of the position.