

PINELLAS COUNTY, FLORIDA - HOUSING AUTHORITY
EXECUTIVE DIRECTOR



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EXECUTIVE RECRUITMENT

LARGO, FLORIDA

PINELLAS COUNTY

The Pinellas County Housing Authority (PCHA) is looking for an Executive Director to provide leadership and guidance to professional and technical staff engaged in carrying out the daily operations of the Authority. This position reports to the Board of Commissioners and works closely with local, state, and national government entities.

PCHA is headquartered in the City of Largo, in the heart of Pinellas County along the Gulf Coast of West Central Florida and is part of the Tampa Bay Metropolitan Statistical Area (MSA), the 18th largest in the United States. Pinellas County is home to major universities including the University of South Florida, one of the largest in the nation. Notable employers include Lockheed-Martin, Bausch & Lomb, and the Home Shopping Network.

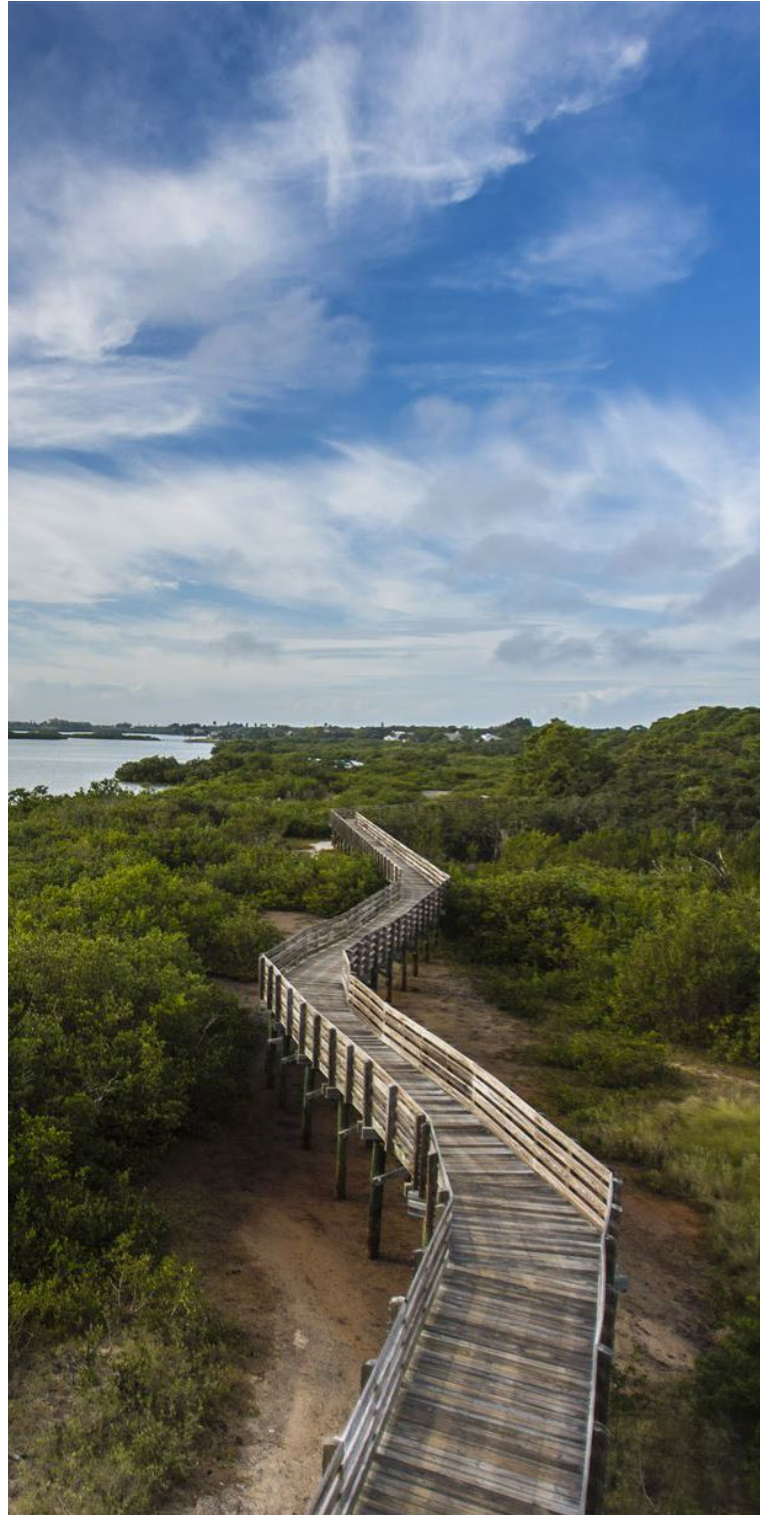
HISTORY AND BACKGROUND

PCHA serves approximately 8,500 Pinellas County residents on a daily basis. This includes tenants residing in the properties owned and operated by the Authority and families living in the private rental market, using rental subsidies provided by PCHA.

The Authority was established under Chapter 421, Florida Statutes, in 1965 as an independent special district of the State of Florida. Originally created "to address a shortage of safe dwelling accommodations in Pinellas County available to persons of low income at rentals they can afford," the Authority continues to focus its efforts on creating, providing and increasing affordable housing opportunities to Pinellas County residents.

The Executive Director oversees community, social, cultural, and individual enrichment programs for PCHA residents and the administration of grants and related Federal assistance programs. Other responsibilities include planning, development and implementation of policies and objectives in accordance with Board directives. The Executive Director must analyze the financial portfolio, review budget requests, oversee financial and budget development and present the organizational budgets and financial strategies to the Board for final approval. The Executive Director also works with PCHA personnel to review activities, reports and data, to determine whether goals have been met and if changes would benefit the organization.

All work is performed within the general policies established by the Pinellas County Housing Authority Board of Commissioners and the regulatory framework established by the U.S. Department of Housing and Urban Development (HUD) and other applicable regulatory agencies. Work is subject to review and audit by appropriate entities.





DUTIES:

- An essential function is a duty or responsibility that is critical or a unique component of the job and is required to be performed with or without reasonable accommodations.
- Serves as Secretary for the Board of Commissioners.
- Performs and supervises administrative and professional tasks and responsibilities related to the preparation and presentation of all reports and recommendations to the Pinellas County Housing Authority Board of Commissioners.
- Participates in the meetings of the Board of Commissioners to give technical counsel, report on operations, discuss problems, make recommendations, and seek direction.
- Participates in meetings with residents, members of the community, City, State and Federal elected officials and employees, Authority employees, etc., to effect communications between these groups and the Authority regarding housing problems and issues.
- Promotes Authority public relations through the various news media and through presentations to interested agencies, groups, and organizations. Represents the Housing Authority in the community, with HUD, and other groups and agencies, and stays abreast of developments and trends in public housing, Section 8, affordable housing, and related programs and initiatives.
- Directs Authority staff in analyzing Authority budgetary, financial, and accounting needs, preparing fiscal year budgets and financial statements, sale of notes and bonds, financial feasibility studies, and investment of funds.
- Conducts strategic planning, including the formation of short- and long-term goals and plans for the Authority, by directing the establishment and update to the 5-year and Annual Plan.
- Directs the coordination and implementation of all major affordable housing programs, assuring the provision of safe, quality of housing for families in need, as well as promoting greater economic opportunities.
- Directs and coordinates activities of redevelopment programs, Federal, and other special programs.
- Develops affordable housing opportunities for residents in the community and recommends new or expanded housing programs, housing related grant programs, and special projects as related to Authority needs.
- Implements and interprets Federal regulations affecting the Authority's housing programs. Monitors Authority operations by reviewing records and reports and assuring the Public Housing Assessment System (PHAS), Section Eight Management Assessment Program (SEMAP), and other reports are submitted to HUD in a timely manner, and that scores are accurate and acceptable.
- Makes hiring, termination and employee related decisions. Confers with the Authority's administrative staff regarding matters related to their respective areas of responsibility and matters of general applicability to the organization.
- Resolves disputes, aggravated problems, or other matters not resolved at a lower administrative level.
- Serves as Contracting Officer for the Authority, which includes directing procurement, preparation of contracts, agreements, and other instruments in accordance with Federal regulations, signing on behalf of the Authority, assuring that provisions of contracts and agreements are implemented, and authorizing payments for work performed.
- Performs other related duties as may be assigned.

CORE COMPETENCIES

The following personal attributes are considered essential requisites for effective performance of the holder of this position.

- **Problem Solving Expertise:** Identifying and defining problems/goals including scope and sequence of priorities for attainment; selecting and implementing alternative solution strategies; and supervising resources, constraints, and contingencies.
- **Influencing Capabilities:** Actions designed to assure the achievement of identified objectives in the area of functional responsibilities; accurate analysis of situations with appropriate related follow-up and supervisory approach responses; effective management of interpersonal behavior and/or conflict; demonstrated high level of adaptability required to effectively manage diverse, changing, and even competing task expectations.
- **Supervisory/Administrative Skills:** Basic set of supervisory skills involved in the efficient administration of the function including directing, implementing, motivating/communicating, and evaluation of the services It provides for the organization.
- **Positive Thinking & Attitude:** Maintains a positive work environment by creating job motivation, remaining enthusiastic about taking challenges, demonstrating an "I care" attitude, approaching others in a pleasant, happy, upbeat manner, and always finding the positive aspect of a negative situation; ability to resolve conflict in positive ways.
- **Communicates Effectively:** Presents ideas and influentially through various means; identifies/shares important information in a timely manner; appears knowledgeable and confident in communicating information.
- **Work Ethic:** Dependable and meets commitments by exhibiting willingness to put in extra hours or extra effort to get the job done; available and presentable for work on a consistent and timely basis.
- **Organization:** Develops plans to achieve objectives by identifying resources needed, time allocations, and anticipated obstacles; utilizes planning tools and methods for prioritizing, organizing and following through.

QUALIFICATIONS:

MINIMUM REQUIREMENTS

- Graduation from an accredited four-year college or university.
- Minimum of ten (10) years of senior level managerial or policy experience in subsidized housing, non-assisted affordable housing, low-income housing and homelessness, asset management (residential and commercial), or real estate acquisition and development.
- Graduation or attendance in an Executive Leadership or Management Program is desirable.
- A combination of education, training, and experience that meets the minimum qualifications.
- Preferred knowledge and experience with Florida Statutes regarding housing authorities.



QUALIFICATION PROCEDURES

Applications will be reviewed for relevant experience, education and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral or performance examinations. Responses to supplemental questions are required if applicable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- HUD, and other Federal, State, and local policies, procedures, laws, and regulations related to the operation of a public housing authority.
- The principles and practices of management and supervision.
- The principles and practices of effective communication, both verbal and written.
- The principles and practices of budgeting and budget administration.
- Finance and accounting principles.
- Real estate, housing rehabilitation, and landlord/tenant laws.
- Federal State and local laws and regulations related to personnel including EEO, labor relations, FLSA, COBRA, Workman's Compensation, ADA, and FMLA.

Ability to:

- Exercise sound independent judgment and make decisions on own initiative.
- Analyze and create statistical reports and surveys in preparation of specialized technical projects.
- Review and modify organizational structure and management techniques.
- Work with supportive resources to the Authority.
- Manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Perform thorough research and present oral and written reports and recommendations clearly, concisely, and effectively.
- Analyze and solve moderate to complex administrative problems and render recommendations.
- Supervise personnel in a manner conducive to performance at full potential.
- Operate modern PC software (e.g., Word, Excel) and the Internet.
- Establish priorities and deadlines to assure efficiency and to meet expectations.

This profile will be used as a guide in the recruitment process providing specific criteria by which applications will be screened and individuals selected for interviews and appointment consideration.

This recruitment is being conducted on an open, impartial, local, regional and nationwide basis, encouraging applications from all persons wishing to compete for the position who meet the qualifications.

All inquiries relating to the recruitment and selection process for the Executive Director of the Pinellas County Housing Authority should be directed to the attention of the consultants working with the Pinellas County Housing Authority.





COMPENSATION

Salary Range is \$144,710 – \$192,464. Excellent pension benefits are provided through the Florida Retirement System (FRS). This position includes a contract that outlines salary and benefits that can be negotiated beyond base levels.

APPLICATION

Interested candidates should apply with a cover letter, resume and contact information for five (5) professional references by June 30, 2022, addressed to:

Jim Dinneen, Vice President and Executive Recruiter
GovHR USA
630 Dundee Rd, #225
Northbrook, IL 60062

Apply online at www.GovHRUSA.com with the information listed above. Questions should be directed to Jim Dinneen at jdinneen@GovHRUSA.com or 847-380-3240, ext. 136.

ADA STATEMENT

In compliance with the Americans with Disabilities Act, the Pinellas County Housing Authority will make reasonable accommodations to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities, if it would not impose an "undue hardship" on the operation of the employer's business.

ETHICS

As a governmentally funded agency, PCHA is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of co-workers, clients, partners, vendors and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy and responsiveness.

PCHA is an Equal Opportunity Employer that follows all applicable Florida Sunshine Laws.



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