

**HOUSING AUTHORITY OF JEFFERSON PARISH (HAJP)  
EXECUTIVE DIRECTOR JOB DESCRIPTION**

**Job Summary:** Performs administrative work with wide supervisory and management responsibilities. Work involves carrying Board policies and procedures in the operation of the HAJP and its non-profit Corporations and requires knowledge of accounting, budgeting and sound business practices with good communication skills and knowledge of HUD programs, inclusive of Public Housing and the Housing Choice Voucher Program.

**Essential Duties and Responsibilities:** Reports to the Board of Commissioners and attends regularly scheduled meetings and special meetings informing the Board of the status of activities and projects within the HAJP. Directs all activities of the Public Housing Authority (PHA) and is delegated full authority to administer personnel policies, to comply with all rules and regulations and works within the limits of the PHA's approved budget. Provides the Commissioners with factual information to make decisions on developing new housing programs and special projects and carries out the goals and objectives of the HAJP Board approved Administrative Plan. Acts as secretary to the Board of Commissioners and is responsible for the accurate recording and maintaining of the Minutes of the Board meetings. Develops Board meeting agenda with approval of the Board and posts in accordance with the Open Meetings Law.

**Required Skills and Knowledge:**

- This position requires experience in strategic planning and the knowledge and understanding of modern principles, practices and techniques of public housing authority management.
- Minimum of five (5) years in public housing administration.
- Good organizational skills and understanding of the practices and techniques of personnel management, particularly Civil Service.
- The knowledge and understanding of accounting, budgeting, and computer software programs.
- The ability to understand and interpret complex federal handbooks pertaining to housing authorities and write procedures to carry out applied rules and regulations.
- The ability to communicate effectively both orally and in writing.

**Other Qualifications:**

- The knowledge and understanding of the relationship of HAJP to other federal state and local jurisdictions and their ability to provide funds or other support to the Authority.
- The knowledge and understanding of practices and techniques of maintenance and other functional aspects within a housing authority or private housing developments.
- Ability to address the public and other bodies and present information in a clear, organized and convincing manner.
- Use a personal computer, scanner, fax machine and copier.
- Ability to supervise and to evaluate the performance of staff and approve or disapprove continued employment.

- Possess refined interpersonal skills to establish and maintain harmonious relations with all Authority employees.

**Education:** Bachelor's degree from an accredited college or university required. An advanced degree is highly desirable. Should have a Public Housing Management Certification by a HUD approved organization or the ability to obtain within one (1) year.

**Work Schedule:** Must be available for a varied schedule, including nights, weekends and holidays.

**Evaluation:** The Board of Commissioners shall evaluate the performance of the Executive Director semi-annually.

**Candidate must be able to pass a criminal background check and a drug test.**

All resumes from interested candidates must be sealed and submitted in triplicate. All sealed resumes shall be mailed or delivered to: **James Lawson, Chairman, Housing Authority of Jefferson Parish, 1718 Betty Street, Marrero, LA 70072. The submission deadline is Monday, March 20, 2017 at 4:30 p.m.**