

**Plymouth Housing Authority  
Executive Director  
Job Description**

**Financial**

- Report the financial condition of the Authority by presenting adequate and correct accounts of all properties and business transactions of the Authority.
- Either maintain the records or supervise the maintenance of all such records.
- Cosign Authority checks, maintain adequate and appropriate insurance coverage, and collect rents, security deposits and other valid charges.
- Maintain utility bills for periodic review and analysis.
- With approval of the Commissioners invest excess funds.

**Budget**

- Prepare, monitor, assure accuracy, and revise operating budgets.
- Execute immediate and long-range operational plans that will assure sound maintenance and financial solvency.
- Compile and distribute the Authority's annual report as required by law.
- Write, supervise and/or assist in writing project proposals for grants and loans.

**Policies**

- Prepare policy determinations for adoption by the Authority.
- Implement and interpret HUD policies, regulations and procedures.
- Supervise the execution of such policies, regulations and procedures.

**Liaison**

- Act as a liaison with other Housing Authorities facilitating the exchange of developmental information and management techniques which will promote efficiency and economy.
- Serve as the principle contact with HUD in connection with fiscal and occupancy audits, engineering surveys, management reviews and other activities conducted at the local level.

**Housing Selection**

- Interview and perform background checks of prospective residents to determine eligibility to maintain occupancy standards and the waiting list.
- Ensure prompt renovation of vacated units.
- Perform annual housing inspections, report on vacancies, and take action to eliminate vacancies.
- Perform admissions, rent certifications, annual and interim reviews.
- Determine amount of rent delinquencies and action taken to avoid losses.
- Collect security deposits and establish proper and timely returns of such deposits upon move out. Evaluate appropriateness of all pets.

- Process evictions and attend court proceedings as necessary.
- Evaluate whether the existing local program is adequate for the community.
- Issue Rent Certificates to all tenants each year required for the Homestead Tax Credit.
- Develop and update the tenant handbook.
- Investigate, facilitate and resolve tenant grievances.
- Inform resident, and/or their families when the resident is struggling to keeping their unit clean and maybe not able to no longer reside in an independent living environment and other housing could be a better option.
- Advise all Commissioners of cases that require Authority action.
- Arrange energy audits, seek ways to conserve energy, and maintain energy usage records.
- Maintain and update safety features of units to comply with regulations.

### **General**

- Serve as Secretary and Treasurer for all Authority meetings.
- Prepare the agenda, financial reports, proposed projects, and general Authority business for all Authority meetings, record and transcribe minutes and maintain all official records of the Authority.
- Forward all such Authority minutes to the Plymouth City Council.
- Oversee all activities of the Authority.
- Supervise and/or coordinate with the Commissioners of the Authority for hiring, promotions, transfers, demotions, suspensions and disciplinary action and maintain personnel files of all employees.
- Prepare and submit State and Federal tax reports, unemployment reports, and retirement reports.

### **Maintenance**

- Maintain and/or develop an equipment inventory.
- Consult with maintenance personnel regarding supplies, materials and equipment for proper upkeep of the housing units.
- Order or purchase such supplies, materials or equipment as needed.
- Oversee routine maintenance logs as needed.
- Prioritize and assign work orders, projects and routine maintenance.
- Respond to after hour emergencies.
- Perform basic maintenance functions when time allows and as necessary to maintain timely unit turnaround, repairs, snow removal or other unnamed jobs.

### **Community Needs**

- Host and/or attend community meetings or functions as needed.

### **Contractors**

- Consult with Architects for renovation or development projects.

- Attend conferences in connection with development.
- Prepare bid offerings, open and analyze bids and recommend acceptance.
- Prepare and submit all contracts for approval in connection with development or renovation.
- Attend regular meetings with contractors on project sites.
- Prepare development cost budgets for each project.
- Prepare and file closing documents for contracts on a timely basis; review all contract documents, payrolls, and approve subcontracts.
- Examine insurance policies of contractors and subcontractors.
- Submit to HUD all appropriate expenditures.

### **Clerical Duties**

- Requisition and maintain adequate office supplies.
- Answer telephone calls, open mail, read emails and faxes, and follow up with timely correspondence.
- Assist in researching, developing, maintaining and revising forms, procedures and control systems.
- Oversee all computer operations.
- Record all Authority decisions.

### **Qualifications**

- Basic knowledge of banking and accounting principles.
- Basic knowledge of computer operations.
- Basic knowledge of planning, management and supervision principles and practices.
- Ability to implement, coordinate, and manage the existing low income public housing authority program.
- Ability to develop and communicate corrective solutions to problems relating to housing.
- Ability to prepare complete accurate reports and submit as needed.
- Ability to assign work effectively and efficiently.
- Ability to follow up on work orders and programs to their conclusion.
- Ability to interact with residents in a respectful, friendly and professional manner.

### **Required Education**

- Required education is a high school diploma or equivalent and/or equivalent work experience.
- Further education in related fields will be considered.

**This is not an inclusive list. Responsibilities can be added or eliminated at any time.**

