

## Request for Qualifications

### Executive Director Position

for

Newburgh Housing Authority, Newburgh, NY 12550

**Summary:** The Executive Director of the Newburgh Housing Authority, herein after called “NHA”, is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, and financial, program and administrative management of the Housing Authority. Guidance and direction is provided by the Chairman of the Board, and by a seven member Board of Commissioners. The Housing Authority administers 70 family units and 65 senior units of federally funded low-income public housing and approximately 430 Section 8 housing vouchers. It also administers a yearly Capital Fund Program (HUD funded modernization program). The Executive Director will be responsible for the full oversight of these programs as well as all of the Housing Authority’s day-to-day activities and programs.

**Essential Duties, Responsibilities and Supervisory Responsibilities** include the following (The duties may be assigned.):

- Financial management of the corporation, including the development and implementation of the annual budget.
- Providing information, advice, and counsel to the Chairman of the Board, and the Board committees, in the creation of policies, programs, and strategic direction of the NHA.
- Support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Administration of overall operation of the NHA, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.
- Implementation of an Asset Management system.
- Must have 5 years experience or more in grant writing and development of affordable housing opportunities.
- Oversight of human resources function to ensure optimum staffing and utilization of competent staff, recommending policy changes to benefits, compensation, employment training and other areas as appropriate.
- Development of higher levels of expertise in staff members by encouraging further education, participation in work-related seminars and providing learning opportunities within the organization.
- Leadership and supervision of NHA Staff
- Seek and pursue additional funding or program development opportunities, to respond to RFPs, or other such opportunities.
- Review of current practices and methods and initiates development of new ones as necessary to REDUCE COSTS, encourage growth and improve efficiency.

**Minimum Requirements:** To perform this job successfully, an individual must be able to perform essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess a valid New York State Driver's license. Must also be Bondable. Must pass a medical exam, background check and drug test.

**Education and/or Experience:** The successful candidate must possess a Bachelor's Degree in such field as business, public administration, law, sociology, social work, architecture, finance, economics, Urban Planning or a related field. Master's Degree is preferred. All applicants must be familiar with appropriate U.S. Department of Housing and Urban Development regulations and programs. The position requires ten years of progressively responsible experience in a housing authority or public/non-profit affordable housing agency. Experience should include at least 5 years of an executive/management level supervisory position. National Association of Housing and Redevelopment Office (NAHRO) PHM certification is required within 12 months.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations, write reports, business correspondence, procedure manuals, and efficiently respond to questions from Board of Commissioners, staff and members of the community. Must be able to communicate effectively in both written and oral form and effectively present information to the US Department of Housing and Urban Development (HUD), public groups, and Board.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and then communicate to the Board. The Executive Director must possess leadership skills in conflict intervention, decision-making and delegation.

**Other Knowledge, Skills and Abilities:** Knowledge of the principles and techniques of PHA grant administration, contract administration and negotiation, community organization, public relations, familiar with programs funded by the New York State Energy Research and Development Authority (NYSERDA). The Executive Director must also be proficient in Microsoft Office. The successful candidate must possess the necessary vision, skills, experience that would remove the agency from HUD's "TROUBLED" status list for several years.

**Opening of Submissions:** All submissions received in accordance with the Request for Qualifications will be opened and read aloud during a board meeting on or about August 31, 2006 in the presence of Housing Authority Counsel and City of Newburgh representatives to accurately record proposal information. All submissions will be screened by a review committee after the closing date for the position. Applicants whose qualifications most closely match the position requirements will be contacted for an interview(s) with the Board of Commissioners.

Interested and qualified applicants must submit qualifications and/or resume, salary history and at least three (3) professional references.

We offer a generous benefits package and salary commensurate with background and experience. The ideal candidate must also be able to pass a background check.

Any questions or inquiries in reference to this *Request for Qualifications* should be submitted in writing via email to [SRuelke@cityofnewburgh-ny.gov](mailto:SRuelke@cityofnewburgh-ny.gov).

**All submissions must be postmarked no later than July 13, 2007 and received on or before four o'clock (4pm) eastern time on said date. All submissions must be received in a SEALED ENVELOPE clearly marked "ED Search" and addressed to:**

Michelle F. Rider, Esq.,  
Rider, Weiner & Frankel, P.C.,  
655 Little Britain Rd.  
New Windsor, New York 12553

*The Newburgh Housing Authority is an Equal Opportunity Employer*