

ALLEGHENY COUNTY HOUSING AUTHORITY

Position Description

Position Title: Executive Director

Department: Executive

Reports To: Board of Directors

FLSA Status: Exempt

Salary: Negotiable

Purpose: The Executive Director serves as the chief executive responsible for the overall leadership, strategic direction, and daily operations of the Allegheny County Housing Authority. This role oversees all professional, administrative, technical, and support staff, ensuring organizational effectiveness and operational excellence across all departments. Additionally, the Executive Director acts as the Contracting Officer for the Housing Authority, holding authority for procurement and contract management in alignment with regulatory and organizational guidelines.

Essential Job Functions:

1. Plan, organize, direct, and coordinate all activities involved in managing a comprehensive public housing program.
2. Oversee core programs and services with over 200 employees, including: Tenant Selection, Occupancy, Property Management and Tenant Relations, Community Services, Maintenance Operations, Housing Development, Non-profit Partnerships, and Public/Private Ventures.
3. Provide leadership and direction through subordinate supervisory personnel to ensure effective delivery of housing authority programs and services.
4. Conduct thorough analysis of operational records and reports to assess program effectiveness and recommend improvements for overall operational efficiency.
5. Interpret and apply existing policies, laws, and regulations related to public housing, exercising sound independent judgment.
6. Serve as the principal advisor to the Board of Directors, interpreting board policies, advising on governance matters, and resolving complex policy and administrative issues.
7. Manage the overall operations and administrative activities of the Housing Authority, which oversees approximately 3,800 public and 6,800 Section 8 housing units.
8. Develop and recommend administrative policies, procedures, and regulations to ensure compliance, efficiency, and alignment with organizational goals.
9. Direct the development, preparation, and administration of both operating and capital budgets, ensuring responsible fiscal management.
10. Lead collective bargaining negotiations in coordination with labor representatives, ensuring alignment with legal and organizational requirements.
11. Oversee the recruitment, selection, evaluation, and termination of employees in accordance with personnel policies and employment laws.
12. Represent the Housing Authority and its Board at professional conferences, meetings, and community events to promote strategic goals and partnerships.
13. Act as the official media spokesperson, ensuring consistent and effective communication with the public and stakeholders.
14. Maintain expert-level knowledge of federal and state regulations governing public housing and community development programs.
15. Identify, pursue, and manage federal and state grants, as well as other funding opportunities to support and expand housing programs.
16. Apply advanced management principles in budgeting, accounting, human resources, procurement, and general administration.
17. Demonstrate strong leadership in administration and supervision, promoting a culture of accountability, professionalism, and continuous improvement.
18. Advocate for and promote new housing opportunities, while strategically managing and preserving the Authority's property portfolio and physical assets.
19. The Executive Director (E.D.) is responsible for directing the Police Chief, who reports to the E.D. for administrative oversight.
20. Maintain productive professional relationships with local, state, and federal officials.

Core Competencies:

1. Demonstrated ability to work independently and remain composed under high-pressure and high-stress situations
2. Outstanding written and verbal communication skills
3. Proven ability to build and maintain positive relationships with the public, stakeholders, and media representatives
4. Strong multitasking skills with the flexibility to adapt quickly to shifting priorities and urgent demands
5. Proficient in navigating complex and sensitive situations with sound judgment and discretion
6. Effective leadership and organizational management capabilities, with a focus on team development and operational efficiency

Education/Experience:

- Bachelor's degree in a relevant field; Master's degree in Business Administration, Public Administration, or a related discipline is preferred
- Minimum of ten (10) years of progressive senior management experience in public housing
- In-depth knowledge of public housing regulations and Section 8 program requirements is essential

Physical Requirements: Work is performed both in office settings and community settings. Must be physically able to access various physical locations on and off ACHA sites to attend meetings and/or special events. Must be able to work in hot, cold, damp, or dusty areas. Must have a level of manual dexterity sufficient to allow for operation of personal computer, telephone, fax machines, calculator, etc. Ability to move, handle, or lift small objects around desk area, i.e. files, computer printouts, reports, calculator, office supplies, etc.

If you require assistance when completing the employment application or you anticipate a need for accommodation during the selection process due to a disability, then please contact the Human Resources Department at 412-402-2436 or HR@achsng.com.

As a condition of employment, the candidate must successfully pass a post-offer physical examination, drug screen, and background security review with regular full-time employment being contingent upon successful completion of a probationary period.