



The Housing Authority of the City of San Buenaventura

CHIEF EXECUTIVE OFFICER

THE MISSION

The Housing Authority of the City of San Buenaventura was founded on September 12, 1949. The mission of the Housing Authority is to provide and develop quality affordable housing for eligible low-income residents of Ventura County and to enhance literacy and education; health and wellness; and job training and employment leading to personal growth and economic self-sufficiency.

To achieve this goal the Housing Authority of the City of San Buenaventura provides family self-sufficiency programs. This might include connecting someone directly with services or coordinating available resources in the community to meet those needs.

THE OPPORTUNITY

The CEO will lead and manage the a portfolio of 2000 housing voucher and 1100 owned units. Due to the RAD conversion HACB is a small PHA with 223 public housing units. The agency operates with an annual budget of \$28.3 million. HACSB and its nonprofit instrumentality are governed by a seven-member Board and staffed with 71 employees. HACSB is a HUD high-performer and has applied for Moving to Work status. The CEO also advises the Board on the agency vision, mission and strategic plans, including objectives relating to housing development, property and asset management, neighborhood revitalization, housing assistance programs, resident empowerment, diversity, equity, and inclusion, and anti-poverty initiatives. The CEO is the key spokesperson for fostering positive relationships with stakeholders.

KEY RESPONSIBILITIES

- Exercise full executive responsibility and accountability for overall leadership and management of the organization, including strategic financial, programmatic, and operational leadership.
- Formulate and execute transformational strategies for implementing the agency vision, mission, goals, and objectives through continuously improving the organization, directing resources and implementing measures to track success.
- Lead and facilitate cooperation and interdependence among departments to ensure that staff achieves or exceeds annual goals and that results are communicated to stakeholders.
- Develop leaders and managers and build a talent pipeline. Supervise, monitor, coach and evaluate all subordinate employees on a regular basis. Ensures that staff understand and meet or exceed expectations. Provides appropriate training resources for staff to accomplish their objectives. Empowers staff to effectively engage with internal and external stakeholders.
- Direct the agency's service delivery systems and designs, implements, and sustains exceptional programs that invest in residents and program participants through an array of educational, employment, and wellness programs.
- Develop and expand affordable housing options for low-income residents throughout the community and county to serve organizational and community goals in collaboration with residents, clients, community partners, and local, state and federal agencies.
- Institute and exemplify the agency's values and principles and acts as an authentic and accessible leader who exercises personal integrity, stewardship, and ethical leadership. Demonstrate a commitment to diversity, equity, and inclusion and maintains a work environment that attracts, retains, and motivate a diverse staff of high-performing individuals.

QUALIFICATIONS

Knowledge of:

- Policies, procedures, goals, operational entities, and activities that apply to the functioning and operations of an affordable housing organizations.
- The myriad of laws, regulations, policies, and handbooks that apply to the federal, state, and local housing programs administered by the agency.
- The real estate development and financing principal for using private and public funding sources, tax credits, tax-exempt bonds, private placement financing and qualified small issues.

Education and Experience:

- A Bachelor's Degree in Business Administration, Public Administration, Public Finance, Urban Studies or a closely related is required and a master's degree in such fields is preferred. Candidates should have at least ten (10) years of work experience in the management of complex, large housing authorities, housing non-profits, or other affordable housing providers. Seven (7) of the years of experience should be in an executive leadership role.
- Any combination of experience and education that would be likely to provide the required knowledge and abilities may still be considered by HACSB.

COMPENSATION & BENEFITS

Compensation for the position is negotiable, depending on the qualifications and experience of the chosen candidate. HACSB has a very attractive , competitive benefits package.

IMPORTANT APPLICATION INFORMATION

Please email a one-page cover letter, a two-page resume, a listing of three professional references, and salary expectations to both Stan Quy, President of The Organizational Leadership Edge at SQuy@cox.net and Jessica Quy, TOLE Administrative Assistant at jessicaquy79@gmail.com.

The deadline to apply is October 28,2022 by 5:00PM Central Time.

