



“FLINT HOUSING COMMISSION OPEN POSITION” (Open to the Public)

TITLE: EXECUTIVE DIRECTOR
LEVEL: APPOINTED POSITION
REPORTS TO: BOARD OF COMMISSIONERS

JOB SUMMARY:

The Flint Housing Commission is actively seeking an Executive Director. With 1,248 public housing units and approximately 700 Housing Choice Vouchers, the ideal candidate must have a vast background in finance, housing management, community development, and public administration. The Executive Director is responsible for extensive oversight of the entire operation of the Flint Housing Commission.

DUTIES AND RESPONSIBILITIES:

- Performs duties as the liaison and primary advisor to the Board of Commissioners.
- Carries out the directives of the Board of Commissioners.
- Actively develops and sustains partnerships throughout the community.
- Collaborates with FHC Staff and the Board of Commissioners to develop the strategic vision and annual objectives of the Flint Housing Commission.
- Directs the activities needed to achieve the objectives of the Flint Housing Commission and gives the Board of Commissioners a quarterly update on the status or achievement of those objectives.
- Maintains knowledge of new regulations and notices from governmental and regulatory agencies, such as the Department of Housing and Urban Development (HUD).
- Evaluates and implements FHC policies and procedures in accordance with local, state, and federal laws.
- Comprehensive knowledge and understanding of each FHC program’s compliance with HUD regulations.
- Secures sustainable funding from government agencies and other entities, while seeking additional funding sources.
- Manages and maintains the records of the Commission.
- Ensures that minutes are prepared by the Administrative Assistant for all regular and special meetings, as well as for all subcommittee meetings.
- Enforces all housing rules and regulations applicable to the Flint Housing Commission.
- Ensures the financial stability of the Commission through monitoring, oversight and the assurance of the use of sound financial practices.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Public Administration or Accounting and/or five (5) years experience as a Director of a Public Housing authority required. Masters degree preferred.
- Minimum of seven (7) years' experience working in a public housing authority with progressively increasing responsibilities.
- Minimum of three (3) college-level accounting/finance courses and/or three (3) years experience in Housing Commission finances.
- Extensive knowledge of federal housing rules and regulations.
- Public Housing Manager (PHM) certification at time of hire preferred. If not certified at the time of hire, the candidate must acquire certification within six (6) months of hire.
- Valid state of MI Driver's License

TO APPLY:

Please submit résumé and cover letter to:
Attn: Human Resources, Flint Housing Commission 3820 Richfield Rd.,
Flint, MI 48506 or humanresources@flinthc.org
This position will remain open until filled.

The Flint Housing Commission is an Equal Opportunity Employer. FHC is also a Section 3 Employer - Public housing residents or low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located are encouraged to apply.