



Village of Wagon Mound Housing Authority Job Description

TITLE: EXECUTIVE DIRECTOR

CLASSIFICATION: NON-EXEMPT

DEPARTMENT: WAGON MOUND HOUSING AUTHORITY

REPORTS TO: CLERK/TREASURER

SALARY: TO BE DETERMINED BASED ON EXPERIENCE

HOURS: 8AM-4:30PM MONDAY-FRIDAY

PRIMARY OBJECTIVE OF POSTION:

The primary objective of this position is to direct all Public Housing programs; insure the safety and security of all Public Housing tenants on a 24-hour basis; insure the completion of maintenance on all Public Housing Authority owned property; supervise Public Housing employees stationed at the Wagon Mound Housing Office Building; perform duties of Contracting Officer in developing new construction projects; planning and management of the Public Housing Authority Office Building and grounds; and representing the Public Housing Department as Attorney Pro Se in legal proceedings.

RESPONSIBILITIES:

1. Direct the administration and the management of the Public Housing Programs and ensure that all Public Housing Authority owned property is well maintained.
 - Ensure that all public housing tenants and all Public Housing Authority owned property, including the Office Building, is safe and secure and ensure that all property is well maintained and maintenance functions are planned, directed and monitored:
 - Assure routine maintenance is done on Public Housing Authority owned properties.
 - Monitor and coordinate work order systems and preventative maintenance schedules.
 - Assure completion of non-routine maintenance.
 - Inspect and assess work done by contractors such as electrical, plumbing, and mechanical problems.
 - Complete Davis-Bacon requirements if appropriate.
 - Implement energy conservation work, including completion of energy audits.
 - Assure the completion of turnovers.
 - Assure compliance with federal and applicable state regulations including HUD regulations.
 - Interpret regulations/laws for Occupancy Staff.



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- Advise and monitor maintenance staff/casual laborers regarding their responsibility in complying with regulations/laws.
 - Review and assess needs for changes in Public Housing lease; take appropriate action for changes.
 - Ensure that all tenants comply with all lease terms.
 - Perform random review on tenant files to ensure that there are no HUD audit findings and that all files are complete and accurate.
 - Ensure that all Admission Policies and all Public Housing procedures are consistently applied by all staff members.
2. Supervise Public Housing Staff at Public Housing Authority Office and perform duties needed to meet the needs of the Public Housing Program.
- Conduct staff meetings to coordinate all work between maintenance and occupancy staff. Advise staff members to pertinent information on occupancy/maintenance problems that relate to each area.
 - Develop and monitor work schedules of all employees.
 - Assess the need for Public Housing on an ongoing basis and adjust workloads and schedules accordingly.
 - Interview, hire, train, discipline, and evaluate employees and determine merit raises.
 - Ensure that the maintenance staff receive training on all areas of responsibility.
 - Budget and plan for staff attending classes/seminars/conferences that will benefit the Public Housing job performance.
 - For the Public Housing staff to efficiently function in all responsibilities the following related duties are required:
 - Ensure that all professional contractors complete work between them, prescribed in laws/regulations. Coordinate work between them, the Public Housing Staff and Public Housing Tenants. Monitor the quality of the work. Review and approve all bills for contracted labor.
 - Review and approve all bills and purchases made by Public Housing staff from open accounts, suppliers, subcontractors, service contracts and various other vendors.
 - Ensure that all Public Housing Authority owned vehicles and equipment are maintained by Public Housing staff.
 - Monitor inventory control system and ensure inventory is adequate/satisfactory.



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- Ensure that all Public Housing Authority paid utility bills are accurate and promptly paid.
 - Ensure that the maintenance staff wages comply with HUD Wage Rate determinations, update annually.
 - Ensure that Public Housing staff are provided with adequate orientation for incoming tenants (including maintenance orientation).
3. Coordinate Public Housing development and property management functions with other agency departments and contractors.
 4. Develop Department plans and ensure the solvency of Public Housing programs.
 - Operate Public Housing Programs within budget line items.
 - Approve and verify Public Housing expenses.
 - Adhere to agency procurement policies.
 - Ensure that the purchase of Public Housing items at lowest possible price.
 - Monitor the request for ordering of needed supplies, parts, and equipment.
 5. Insure the accurate and timely preparation of the following Public Housing Authority reports, studies, and proposals:
 - Monthly Council report/resolutions, minutes, executive summaries, and statistical reports.
 - Annual Public Housing Utility Allowance Schedules.
 - HUD applications
 - HUD correspondence and required HUD statistical forms.
 - Correspondence with Public Housing tenants.
 - Internal Public Housing monthly reports/maintenance reports.

QUALIFICATIONS:

- High school diploma or GED
- Associate or bachelor's degree in business administration-**Preferred**
- Ability to obtain CPO (Chief Procurement Officer) certification
- Ability to submit and maintain an approved budget
- Valid Driver's License
- At least 2 years of experience in an office environment
- 2 years of experience in Executive Director Position-**Preferred**
- Ability to maintain pleasant working relationships with superiors, subordinates, coworkers, and tenants.

Approved By Council on 09/22/2026



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Employee

Mayor

HR