

MMHA/ MCCAC
An Equal Opportunity Employer

POSITION DESCRIPTION

Name of Incumbent:		Position Title:	Executive Director
Office/Division:	Administration	Employment Status:	Full-Time
Reports To:	MMHA Board	FLSA Status:	Exempt

JOB RESPONSIBILITIES

In addition to the following, performs other related duties as required.

Responsible for planning, directing, and reviewing the activities and operations of the agency; executes policy directives of the Board; ensures sound fiscal policy, personnel, and financial management of the agency.

QUALIFICATIONS

Any combination of training and work experience that indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Bachelor's degree in business administration, public administration, or other related discipline, plus five (5) years responsible social services program management experience, or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess certification or become certified as a Public Housing Manager within twelve (12) months of appointment, must possess and maintain a valid State of Ohio driver's license and remain insurable under the agency's vehicle insurance plan.

ESSENTIAL FUNCTIONS OF THE POSITION

For purpose of 42 USC 12101:

1. Directs, plans, and administers programs and services of the MMHA & MCCAC.
2. Executes policy directives of the MMHA & MCCAC Board in conformance with current legislation and regulatory directives; manages implementation of policies to ensure proper interpretation and administration.
3. Manages overall agency funding responsibility; identifies new programs, grants, and other public and private fund sources to enhance agency services.
4. Creates, implements, and manages annual goals and objectives to improve agency operations and relations with residents and clients and authorizes goal adjustments as required by changes in conditions and regulations.

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5. Assumes overall responsibility for personnel matters including hiring, training, staff development, evaluation, discipline, compensation, policy formulation, and organizational evaluation.
6. Develops and monitors service programs which ensure the rights of residents and/or clients and encourages their involvement in agency activities.
7. Directs the development, implementation, and administration of agency budgets to ensure sound fiscal policy and financial management.
8. Directs the effective communication of policies and programs within the agency and with external organizations such as HUD, the Ohio Department of Housing, ODSA, Office of Community Services, and community service providers; manages agency media relations.
9. Demonstrates regular and predictable attendance.
10. Meets job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
11. Maintains required certification.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs any and all duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the MMHA & MCCAC.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: agency policies and procedures; *budget administration; government structure and process; real estate management; state and federal rules and regulations governing agency programs; public relations; community resources and services; employee training and development; personnel administration; supervisory principles and practices; public administration.

Skill in: computer operation; use of modern office equipment.

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Ability to: interpret extensive variety of technical material in books, journals, and manuals; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules or regulations to specific situations; prepare accurate documentation; compile and prepare reports; communicate effectively; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work sites.

EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive.

Automobile; computer and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee: is exposed to chemicals commonly found in an office environment (toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals.

NOTE: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Approval of MMHA Board

Date

Approval of MCCAC Board

Date

Executive Director Signature

Date