



Santa Paula Housing Authority

Executive Director

Salary: \$96,000 - \$108,000

THE COMMUNITY AND ORGANIZATION

The original community that has become known as Santa Paula was established by the Chumash Indians as the villages of Mupu and Srswa. In the early 1900's, Santa Paula was considered the pre-Hollywood film capital, the "Queen of the Silver Screen." The community is a major distribution point for citrus fruits in the United States and is also noted for avocado producing and processing. The community has a quaint, small town image, ideal climate, and reasonably priced housing. Santa Paula maintains its own identity and is in close proximity to the many tourist, recreational, and cultural activities that abound in Southern California.

The Santa Paula Housing Authority was established in 1969 and serves a population of approximately 35,000. During this entire time period, the Authority has only had three executive directors with the current and retiring incumbent having served for the past 35 years. Many of the employees are long-term staff as well. The staff oversees eligibility, leasing of properties, landlord recruitment, and tenant relations. The Board is comprised of seven residents of Santa Paula who are appointed by the City Council and serve four-year terms.

The Authority serves 577 families with Section 8 housing choice vouchers (\$5.5M budget) and it has 117 units that are owned and operated by the Authority (\$575k budget for operations) – maintenance is contracted out. There is no immediate funding for building new units and there is currently a waiting list of approximately eight years, so the need to identify more funds for additional vouchers is of paramount importance. Historically, the Authority has been adding new housing buildings to its portfolio every 1 – 2 years.

THE POSITION

The Executive Director serves as Secretary to the Board of Housing Commissioners, Treasurer of the Housing Authority, and Chief Executive Officer responsible for the planning, development, operational management, and maintenance of all housing and related structures and spaces owned and leased by the Authority. The Executive Director is subject to the direction of the Board of Commissioners, State, and Federal laws.

- As Secretary to the Commission, prepares the agenda for meetings, submits data for consideration, and maintains the official record of the Commission's proceedings.
- As Treasurer, supervises the maintenance of accounts and submits statements of accounts regarding the Authority's financial condition, plus co-signs checks.
- As CEO, the individual formulates policies for the Commission's consideration and supervises the execution of adopted policies, maintains a staff appropriate to the efficient economical operation of the Authority, provides continuing leadership, direction, and supervision of personnel, directs the preparation and administration of operating budgets, serves as a liaison with officials from HUD, the City, and other entities in the community towards the promotion of cooperation and understanding, and continually analyzes the community's housing needs and develops programs for the Commission's consideration.

The ideal candidate will enjoy working with an experienced staff that has low turnover, a positive work environment, and a culture built around serving the target populations. Candidates should have a sense of empathy for who the organization serves. The successful candidate will function with considerable independence and supervise staff who enjoy the same.

ESSENTIAL FUNCTIONS

- Resolves complaints, disputes and formal elevated grievances.
- Monitors housing programs to ensure HUD compliance.
- Oversees administration, maintenance and support of housing software, and other software systems in use.
- Oversees and coordinates planning for applications for approved grants and other funding related to housing programs.
- Develops and negotiates contract agreements for contractor housing providers in the implementation of housing programs; coordinates the work of staff, contractors and others related to the administration of housing and prepares cost estimates, operating budgets and other documents as necessary.
- Evaluates the operations of housing programs or projects, including assessment of tenant, staff, and subcontractor satisfaction. Recommends and implements approved modifications.

QUALIFICATIONS

The Authority is seeking a progressive leader with management experience and a strong background in public housing and rental assistance programs as well as excellent interpersonal skills and the demonstrated ability to work in a team environment. Key qualifications and preferences include:

- **College degree** or equivalent, preferably in fields such as business administration, liberal arts, or sociology.
- **Five years of experience** in the field of public administration, three of which in a position of comprehensive administrative responsibility.
- Knowledge of office procedures, business practices, property management, finance, personnel administration, and ability to provide leadership and direction to staff. Familiarity with HUD.



COMPENSATION AND BENEFITS

The salary range is **\$96,000 - \$108,000** with the hiring rate dependent upon the experience and qualifications of the successful candidate. The Authority offers employees an attractive benefits package that is second to none and includes:

- PERS Retirement
- PERS Health Insurance, plus dental and vision insurance
- Paid vacation and sick leave
- Professional development and training opportunities

APPLICATION AND SELECTION PROCESS

If you are interested in this exciting and rewarding opportunity to be the next Executive Director, please submit a cover letter and resume via:

<https://www.cpshr.us/recruitment/1769>

The first review of resumes will occur on **April 12, 2021** and application materials will be screened based on the qualification criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a multi-step interview process.

Contact Information:

CPS HR CONSULTING

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