

POSTING

Full-Time Executive Director LONG BRANCH HOUSING AUTHORITY

2 Hope Lane
Long Branch, NJ 07740

Long Branch Housing Authority (“LBHA”) is a local governmental agency, which is operated in accordance with the New Jersey Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et. seq. The LBHA’s mission is to provide decent, safe, and affordable housing to low- and moderate-income families. LBHA manages approximately \$22 million of combined capital and operating funds, a portfolio of 835 Housing Choice Vouchers, 217 Public Housing senior units, 745 privately managed units consisting of LIHTC, ACC, and Market Rate units, 8 Homeownership Properties, and scattered, vacant lots. The staff, consisting of approximately fifty employees, administers federal grants, manages investment and other income, and provides resident and social services.

LBHA is searching for a full-time Executive Director to lead and advance the strategic direction and workplace culture of the agency, consistent with applicable Federal and State of New Jersey laws, rules, and regulations (including the rules and regulations of the U.S. Department of Housing and Urban Development (“HUD”) and the N.J. Department of Community Affairs (“DCA”). The Executive Director reports to a seven-member Board of Commissioners.

The successful applicant will be subject to a **probationary period of one year** from the start of employment. Employment can be terminated without cause at any time during this period.

Qualifications:

- A baccalaureate or advanced degree from an accredited four-year college or university in public administration, social science, or other appropriate program, such as urban planning, community development, finance, or business administration
- At least five years' experience in public administration, public finance, real estate management, or other similar professional employment appropriate to the management of multifamily housing units or redevelopment projects
 - Attainment of a masters' degree in an appropriate program may be substituted for two years of experience.
 - Two years' experience must have been in a supervisory or administrative capacity.
- Certified by the DCA to serve as an Executive Director of a Public Housing Authority (“PHA”) (prior to commencing employment).
- Completion of the DCA mandated training curriculum for PHA Executive Directors (within two years of employment).

Job Duties and Responsibilities: The Executive Director has general supervision over the administration of the agency’s business and affairs, subject to oversight of the Board, and is responsible for hiring and supervising its employees. Other responsibilities include:

- Works directly with HUD, elected officials, partners and other stakeholders.

- As Secretary to the Board of Commissioners, prepares and distributes board materials and official agency documents.
- Directs the day-to-day administration of the agency and overall supervision of employees.
- Works directly with the development affiliate of the agency to enhance the real estate portfolio of new and rehabilitated housing.
- Serves as Executive Director of the Affiliate/Development entity.
- Prepares and submits HUD reports and systematic updates with staff.
- Promotes positive morale within the agency.
- Holds staff and departmental meetings.
- Works with community advocates and tenant service organizations.
- Promotes and encourages tenant associations of the LBHA.
- Develops and submits funding proposals for the LBHA.
- Develops and administers agency policies and procedures, consistent with HUD, federal, state, and local requirements
- Acts as public relations spokesperson.
- Other duties as assigned or required

Additional Requirements

- Must pass criminal background check and pre-employment drug test.
- Must be available to work beyond normal workday.
- Will be required to frequently visit various LBHA housing locations.
- Must have a valid driver's license.

Compensation and Benefits

Salary: Commensurate with education and experience
 Benefits: Member of the NJ Public Employee Retirement System, health insurance, dental insurance, vision insurance, life insurance, paid time off, employee assistance program.

To Apply

Those interested in applying for this position must submit a cover letter and resume to LBHA's General Counsel, Joseph Manfredi, at P.O. Box 459, Colts Neck, New Jersey 07722 and jmanfredi@manfredilaw.com. Applicants must ensure that they receive a confirmation of receipt from General Counsel.

The application deadline is **March 20, 2024** at **5:00 p.m.**

The LBHA is an Equal Opportunity Employer.