



EMPLOYMENT OPPORTUNITY

Job Title:	Executive Director
Location Address:	8910 N. 78 th Avenue Peoria, AZ. 85345
Salary:	Up to \$160,000.00, DOE
Conditions of Employment:	This is a full-time, exempt, and unclassified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Executive Director. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong, and healthy family.

Representative summary of important and essential job functions

Summary: Provides leadership for all aspects of organization operations; responsible for implementing HAMC policy decisions, creating strategic goals, and monitoring fiscal performance and progress towards goals; manages subordinates by planning and directing all activities required to meet business goals and objectives.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Establishes short-range and long-range strategies; determines objectives, sets priorities, and anticipates potential threats and opportunities.
- Monitors and assesses operational results and implements operational and organizational changes.
- Facilitates the timely and satisfactory resolution of complex issues based on the needs and goals of the organization.
- Manages organization's performance and productivity to ensure conformance to standards established by the Board of Commissioners.
- Assures fiscal accountability; develops annual budgets and forecasts with monitoring mechanisms to facilitate reporting and financial analysis.
- Ensures HAMC activities are in compliance with applicable laws, policies, regulations.
- Performs other duties as assigned.

REPORTING STRUCTURE

Supervision Received: Reports to Board of Commissioners

Supervision Exercised:

Deputy Housing Director
Director of Development and Compliance

Minimum education and/or experience:

- Bachelor's Degree in Urban Planning, Finance, Public Administration, Business Administration, or a related field AND ten (10) years' related experience, or equivalent combination of education and/or experience.
- Requires a valid driver license and acceptable driving record

Required Knowledge and Skills:

- Expert Knowledge of HAMC organization, operations, policies, and procedures.
- Expert Knowledge of principles, practices, and trends in business leadership and strategic planning.
- Expert Knowledge of marketing, public relations, and fund-raising techniques.
- Expert Knowledge of state and Federal public housing statutes, rules, codes, and regulations.
- Expert Knowledge of current social, political, and economic trends in public housing services and public administration.
- Expert Knowledge of the principles and practices of legal, ethical, and professional rules of conduct.
- Expert Knowledge of techniques and practices for efficient and cost-effective management of resources.
- Advanced Skill in effective leadership and delegating tasks and authority.
- Advanced Skill in developing and implementing long-range fiscal and operational plans.
- Advanced Skill in analyzing and resolving complex issues.
- Advanced Skill in managing multiple projects and prioritizing multiple tasks and demands.
- Advanced Skill in investigating and analyzing complex and sensitive issues.
- Advanced Skill in effectively communicating verbal and written instructions.

Specialized training, certifications, or other special requirements: Must possess or have the ability to obtain a valid Arizona driver license at time of hire.

Preferred special requirements: Related Industry certifications preferred not required.

Special working conditions: Work is performed primarily in an office environment with long periods of sitting and reading. Requires use of personal or HAMC vehicle to travel to and from various business locations. Must be able to occasionally travel out of town for training and conferences.

Some positions require the use of personal or County vehicles on County business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for County business will be prohibited if the employee does not have personal insurance coverage.

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a background check for new employees.

Work Environment

Environmental Factors: Work is performed in an office environment.

Equipment and Tools Utilized: Standard equipment includes personal computer and standard office equipment.

Filing Process

As part of the job application process your completed [online](#) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.