

Lafayette Housing Authority  
115 Kattie Drive  
Lafayette, LA 70501

## **EXECUTIVE DIRECTOR**

The Lafayette Housing Authority (LHA) is looking for an energetic, innovative and dynamic leader to position the organization for long-term sustainable performance. LHA under the direct oversight of a HUD Recovery Administrator is seeking qualified candidates for the position of Executive Director. The Recovery Administrator is a HUD employee and currently serves as the Chair and sole member of LHA's Board. The housing authority currently manages approximately 572 units of public housing and 1834 Housing Choice Vouchers.

The LHA has made significant improvements in its operations since it was put under the oversight of HUD five years ago, as demonstrated by their Fiscal Year 2015 PHAS score of 77 and their SEMAP score of 83. The LHA receives more than \$2.4 million in funding for the Low Rent program and more than \$9.2 million in funding for the Housing Choice Voucher program.

### **POSITION SUMMARY:**

The Executive Director will be responsible for leading, cultivating and facilitating the agency's vision, mission, and strategic goals and for leading LHA under the HUD administrative receivership and as it transitions from receivership back to local governance. This vacancy is a unique, historic opportunity to lead the transformation of a public housing authority through recovery, make significant operational improvements, and positively impact the local community.

The Executive Director will be responsible for implementing the necessary changes to recover and sustain management and financial operations of LHA and to structure and reestablish effective governance and oversight, working closely with the HUD Recovery Administrator, LHA staff, the Mayor-President of the Lafayette Consolidated Government, and a future Board of Directors.

The Executive Director will report to the HUD Recovery Administrator acting in the role of LHA's Board, and upon eventual transition, to the appointed Board of Commissioners.

### **QUALIFICATIONS & EXPERIENCE:**

The ideal candidate will be a strong leader with vision and integrity who will be able to secure and direct resources to meet the long term goal of sustaining LHA's performance. A minimum of five (5) years' experience as an Executive Director, Deputy

Executive Director or equivalent in a medium to large organization that administers public housing and housing choice voucher programs. The candidate must possess a Bachelor's degree (Master's preferred) from an accredited college or university in business/public administration or a related field, as well as five years of progressive public or private housing experience, and knowledge of HUD programs, policies, and procedures, with the ability to obtain a PHM Certification within the first six months of employment.

The successful candidate will have exceptional leadership abilities, including:

- Effective communication and interpersonal skills in dealing with residents, commissioners, community partners, elected officials, city, state, and federal partners;
- Ability to cultivate a positive work environment and inspire staff to the highest levels of excellence;
- Expertise forging strategic partnerships in the public and private sectors;
- Keen analytical and problem solving abilities;
- Knowledge of HUD public and assisted housing programs, including Operating Subsidy, Capital Fund, asset management, HOPE VI/Choice Neighborhoods, mixed-finance development, and the Housing Choice Voucher program; and
- A competent working knowledge of public housing software programs/systems, HUD systems, business applications (Word, Excel, PowerPoint, Access, Outlook, etc.), and the internet.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develop and implement an agency recovery plan and lead LHA's recovery efforts;
- Lead the day-to-day operations of LHA, including but not limited to public housing asset management (admissions, continued occupancy, maintenance, etc.), housing choice voucher program management, procurement and contract oversight, financial oversight, grant administration, human resources, and staff supervision;
- Oversee the finances of LHA, including but not limited to the development, proposal, implementation, and monitoring of annual budgets that support LHA's financial recovery; the review and evaluation of program outcomes to ensure efficient and effective allocation of resources; and the fulfillment of contractual obligations and payments;
- Correct performance and compliance deficiencies as identified by reviews and audits;
- As part of recovery efforts, evaluate the long-term viability of LHA's public housing developments, make recommendations for further repositioning and/or redevelopment, and implement any approved repositioning plans;

- Conduct analyses of programs and practices, make recommendations for policy and organizational changes, and develop and implement operational procedures and plans to ensure LHA's recovery is in accordance with applicable federal, state and local laws and regulations;
- In collaboration with the HUD Recovery Administrator, and eventually with LHA's Board of Commissioners, establish an agency vision, mission and annual goals and objectives;
- Represent LHA under the HUD receivership publicly and work within the community to develop support for LHA;
- Establish performance objectives for senior staff and evaluate performance annually using criteria that measures recovery and program outcomes, managerial performance and productivity;
- Prepare reports as required and/or requested by HUD and respond timely to data requests and inquiries; and
- Maintain and model ethical behavior and integrity and maintain appropriate confidentiality in the conduct of LHA business and HUD recovery activities.

The successful candidate must be able to prove prior housing industry success, significant financial and budgetary experience, mixed-finance and redevelopment knowledge and strong strategic planning skills. Salary and terms are negotiable.

**HOW TO APPLY:**

The Lafayette Housing Authority is working collaboratively with the Housing Authority of New Orleans for this recruitment process. Submit cover letter and résumé detailing your qualifications and salary expectations to the following address or email (electronic submission preferred). The first review of résumés will be April 4, 2016.

**Lafayette Job Announcement**  
**C/O Housing Authority of New Orleans**  
**P.O. Box 8890**  
**New Orleans, LA 70182**  
**Attn: Human Resources**  
**Email: [LafayetteEDrecruiting@hano.org](mailto:LafayetteEDrecruiting@hano.org)**