

**THE CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY**  
is seeking qualified candidate for the position of  
**Chief Executive Officer (CEO)**

**Position Summary**

The CEO has total responsibility for administering, managing, maintaining, planning, and directing the Agency's programs. The CEO is responsible for the safekeeping of all property and records and is the Agency's primary liaison with the Board of Commissioners (BOC), the Department of Housing and Urban Development (HUD, and state and local entities. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Performs other related duties as assigned by the BOC.

**Responsibilities**

1. The CEO plans, develops, organizes, coordinates, delegates, supervises, and directs the implementation of the Agency's Housing programs.
2. Oversees and provides for safekeeping of the Agency's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, and reporting.
3. Supervises Agency Staff, providing ongoing assistance to current staff to support a positive and productive working environment. Makes recommendations for and oversees the selection, training, direction, supervision, utilization, discipline, and termination of Agency employees. Makes recommendations to the Board of Commissioners (BOC) for schedule of salary ranges, employee benefits, and periodic revisions. Reviews periodic reports on the accomplishment of assigned goals and objectives.
4. Oversees and ensures accurate preparation of all budgets and revisions. Revises and authorizes Agency expenditures and monitors funds for effective and efficient use.
5. Serves as Secretary/Treasurer to the Board of Commissioners, submitting budgets and informing Board of the status of activities and projects within the Agency; develops and proposes new policies or changes in existing policies; notifies the BOC of changes or proposed changes in federal, state or local legislation affecting the authority; provides the BOC with information on evaluations of efficiency and effectiveness of Agency operations and provides recommendations for improvements. Receives and reviews bids and executes contracts
6. Works with the BOC to develop the Agency's strategic and operational plans. Effectively develops organizational structures and plans and implements internal policies, programs, goals, and priorities. Directs the assessment, development and implementation of long range plans for development of affordable housing stock to address the housing needs of the County of Charleston.
7. Serves as liaison between the BOC and Agency staff. Acts as spokesperson for the BOC when so authorized by the BOC chairperson. Responds promptly to other BOC inquiries regarding Agency plans and operations.
8. Participates in negotiating contracts with outside agencies and companies for major maintenance services and management services. Executes contracts.
9. Makes policy, administrative, and management decisions concerning the daily operations of the Agency.
10. Identifies federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Agency.
11. Discusses Agency goals, priorities, problems, and concerns with officials, representatives, and members of the local government, news media, social and public service agencies, state government, and federal government.

12. Meets with residents concerning complaints and/or grievances after unresolved investigation and negotiations by designated staff and advises them of their rights to hearings according to the Agency's procedures.
13. Monitors, surveys, and inspects various aspects of the Agency's operations on a frequent and continuing basis, to obtain a general idea of conditions, appearance, problems, accomplishments, and results. Assist assigned personnel with monitoring and inspecting new construction and rehabilitation activities in progress and upon completion.
14. Monitors the Agency's compliance with federal, state, and local laws and regulations pertaining to the Agency. Prepares and submits reports and statistics required by such entities.
15. Addresses business and civic groups on matters pertaining to the Agency. Successfully maintains positive Agency image and working relationships with the community and local, state, and federal government officials.
16. Reviews and approves reports and other documents that are required by federal, state, and local jurisdictions.
17. Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs. Supports, assists, and works with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial, by participating in community activities and functions relevant to Agency objectives and by maintaining membership in appropriate community organizations.
18. Volunteer's new ideas, suggestions, and recommendations to HUD as desired. At the request of HUD, or affiliated groups, may assist in planning or development of seminars, conferences, and workshops. Reviews proposed laws or regulations and recommends changes or improvements.
19. Receives and reviews bids and executes contracts.
20. Documents in writing appropriate events and activities.
21. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
22. Serves as Security Administrator and User Administrator for the HUD REAC system.
23. Experience with development projects affiliated with the Department of Housing and Urban Development; including but not limited to Rental Assistance Demonstration, Project-Based Voucher Program.
24. Establishes goals and objectives for housing authority staff in an effort to meet and exceed the provisions set forth under PHAS and SEMAP for a "High Performing" Public Housing Authority.

### **Education and Experience**

A Bachelor's degree with a Master's degree preferred in Public Administration, Business Administration or Management or a closely related field from an accredited college or university and five years of responsible managerial experience in public housing or regulatory agency or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

PHM Certification from a bona fide Public Housing Manager Certification program or equivalent executive management certification is required within one year of hire or other allowable period of hire as authorized by the Board of Commissioners.

### **Knowledge and Skills**

1. Extensive knowledge of the current regulations governing the management and operation of a public housing authority including traditional public housing, homeownership, Housing Choice Voucher programs and related social service programs.
2. Extensive knowledge of the functions, structure and operating policies and procedures of the Charleston Housing Authority.

3. Extensive knowledge of the principles, theory and methods of executive level management.
4. Extensive knowledge of financial reporting requirements, auditing and review standards including the Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP).
5. Extensive knowledge and experience to plan, implement and direct the financing and related development activities to expand the Charleston Housing Authority's affordable housing portfolio.
6. Extensive knowledge of property management methods, techniques and practices.
7. Extensive knowledge of effective supervisory techniques and practices including the selection, evaluation, motivation, training and discipline and/or discharge of staff.
8. Thorough knowledge of budget preparation, reconciliation and revision techniques and practices.
9. Considerable knowledge of housing construction practices and methods including applicable housing and life safety codes and standards, excavation and development of property, available materials, etc.
10. Ability to establish and maintain effective working relationships with staff members, community leaders, regulatory agency administrators, local officials, residents and the Board of Commissioners.
11. Ability to effectively plan, assign and supervise subordinates engaged in the functional responsibilities of the Charleston Housing Authority.
12. Ability to research and compile essential data relating to housing management issues, prepare clear and concise reports and develop and implement effective operational policies and procedures.
13. Ability to establish operational priorities and goals and make appropriate work assignments to accomplish established objectives.
14. Ability to maintain a high degree of personal flexibility and address multiple tasks simultaneously.
15. Ability to develop sound accounting and management systems and programs and make effective, timely and appropriate management decisions.
16. Skill in communicating effectively with individuals from a variety of socio-economic and ethnic backgrounds.
17. Skill in the use of computer hardware components and software programs including proprietary, word processing, spreadsheet and database management applications.

### **Supervision Controls**

The CEO may receive instructions from the Board of Commissioners or other governing or regulatory agency. The CEO routinely works without the direction of a supervisor and is free to develop methods, deadlines, priorities, and/or objectives. When instructions are received, they are usually specific and detailed because they apply to unusual and rarely occurring situations. Other instructions are usually in the form of BOC directives or policy statements. Normally the CEO makes independent decisions pertaining to situations not covered by specific guidelines, but the BOC or other employees are consulted in serious or unusual circumstances. The CEO's work is reviewed for progress and achievement of goals.

Revised 5/11/17

CCHRAJOB DESCRIPTIONS/CEO

Under normal conditions, the CEO makes general assignments to department heads, specifying priorities, deadlines, and objectives. The CEO infrequently makes specific assignments to executive office staff. Assignments to executive office staff will include what is to be done, deadlines, quality, quantity, and priority. The CEO supervises professional, managerial, and clerical employees and monitors the work of multiple work units that perform related and/or unrelated work.

## **Guidelines**

Guidelines followed by the CEO include published laws, regulations, handbooks, notices, contracts, agreements, codes, ordinances, policy directives from the Board of Commissioners, and technical assistance from HUD.

Upon personal initiative, the CEO obtains informal guidance and assistance from other Authorities, professional organizations, and housing-related groups.

The CEO performs duties by applying the basic principles of housing authority management and uses independent judgment in many decision-making situations. Routine decisions pertaining to the operation of the Agency, handling of funds, and personnel matters, are provided with specific guidelines in the form of internal operating policies and procedures, and federal, state, and local laws and regulations. The CEO is periodically monitored for compliance with existing guidelines by the BOC and HUD.

## **Complexity**

1. The CEO performs a wide variety of tasks, which are not always clearly related.
2. The CEO makes decisions regarding unusual circumstances, conflicting data, and non-routine situations pertaining to the overall management and operation of the Agency.
3. Some tasks are difficult, such as dealing with life-threatening emergencies (inoperative gas or electric systems and crimes committed against residents).
4. Responding to residents, staff members, the BOC, City officials, news media, Congress, and the public on a continuing basis necessitates great patience, tact, and diplomacy.
5. Ever-changing laws and regulations require frequent updating and promulgation of Agency plans, policies, and procedures, particularly those affecting applicants and residents, such as the admission of aliens, federal selection preferences, and rent computations.

## **Scope and Effect**

The CEO's leadership affects the Agency's image in the community, staff throughout the Agency, and the Agency's residents. Effective leadership in managing, operating, and maintaining housing programs has a positive impact on the Agency's overall mission: to provide its residents housing that is decent, safe and sanitary and programs and services that meet their needs. Successful accomplishment of that mission can result in betterment of housing in surrounding communities and provides a positive image in the community.

## **Personal Contacts**

The CEO has contact with a broad range of individuals including: the news media; BOC; federal, state, and local government personnel; social service personnel; housing residents; the general public; various special interest groups; and all levels of Agency personnel. Most contacts with people outside the Agency are relatively unstructured and require tact and diplomacy on a routine basis. Regularly, contact requires negotiation and/or handling of controversial matters.

Contact with the public serves multiple purposes including: giving or gaining information, planning, coordinating, and advising motivating, influencing, directing persons or groups, and justifying, defending, negotiating, and resolving significant matters. Contact may occur in cooperative, antagonistic, or unresponsive situations.

## **Physical Requirements**

1. Work is principally sedentary, but may involve some physical exertion during on-site visits with residents or staff members, inspections of Agency developments, sites, dwellings, or facilities, and travel to meetings, conferences, or workshops in other cities.
2. Must be able to sit and/or stand for up to eight hours at a time while performing work duties.
3. Must be able to bend, stoop, push, and pull in the performance of work-related duties (*e.g.* moving or carrying objects or materials).
4. Must be able to use fingers bilaterally and unilaterally to operate office-related equipment.
5. Must have vision and hearing corrected to be able to perform essential job functions.

6. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must maintain punctuality and attendance as scheduled.
8. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

**Work Environment**

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, it may involve visits to housing developments, sites, dwellings, or facilities.

**Other Requirements**

Must possess a State of South Carolina driver's license and regularly participate in continuous improvement and education. Must work with the highest degree of confidentiality.

**Reports To:** Board of Commissioners

**Department/Division:** Executive Offices

**FLSA Status:** Exempt/Full-time

**Salary:** \$90,000.00 - \$105,000.00 Annually

**Health and Retirement Benefits:** SC Public Employee Benefits Authority Program

A completed CCHRA employment application is required for consideration. Resumes will be accepted only with a completed CCHRA application and will not be accepted as a substitute for an application. Applicants must possess a valid S.C. driver's license and be skilled and knowledgeable with personal computer equipment and Microsoft Office applications. The job vacancy announcement is not a contract. All positions will remain open until closed or filled. The status of a position may be changed at any time. Job applications are available at CCHRA.net, or apply in-person Monday thru Friday, 8:30 a.m. - 4:30 p.m. or Wednesday at 8:30 a.m. until Noon. Return completed application(s), ***with job title in subject line***, in pdf format to [\*\*hrapps@cchra.net\*\*](mailto:hrapps@cchra.net) or bring or mail to.

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(This email address is for applications to available job positions only)

***Please do not call or email for status.***

For further details, please visit CCHRA.net.

CCHRA is an Equal Opportunity Employer and Drug-Free Workplace  
CCHRA participates in E-Verify