

JOB DESCRIPTION



Job Title: Chief Executive Officer (CEO)	SOC code: 11-1011.00	FLSA Classification: Exempt
Department/Location: Executive Management IRHA Administrative Office	Reports to: Board of Commissioners	
Status: Full Time, Regular	EEO-1: Executive/Senior Level Officials and Managers	
Normal Work Hours and Days: Regular office hours are 8 AM to 4:30 PM Monday through Friday. Often requires additional hours and work on weekends.		
Approved by:		Date:
Effective Date:		

Summary: Responsible for the organizational operations, strategic initiatives and overall performance of IRHA in accordance with industry standards and regulatory agencies (NAHASDA), working under the auspices of and per the delegated authority by IRHA Board of Commissioners (BOC).

Essential Functions:

- Direct policies, objectives and business activities in order to ensure operations and to increase desired outcomes in alignment with the mission of IRHA.
- Establish the strategic direction, goals and objectives of IRHA with and through the Board.
- Develop and manage ongoing relationships with national, state and local governmental agencies, officials, organizations and private companies as related to housing.

- Serve as public relations officer and liaison with all persons and organizations outside the IRHA, including the Alaska Association of Housing Authorities, AHFC, TCC, Doyon, the National American Indian Housing Council, Amerind Risk Management and other local, regional or national organizations.
- Perform ongoing public and customer relations activities, e.g., community events and project visits as requested and appropriate.
- Monitor national and state legislation that affects housing (NAHASDA). Participate in and perform legislative and political activities and processes to promote constructive housing legislation.
- Monitor funding legislation.
- Develop, maintain and manage critical relationships, e.g. HUD, the Villages under the housing authority, TCC and Doyon oversight committees along with the governing bodies of Fairbanks and the North Star Borough.
- Ensure accurate, timely, relevant and understandable reporting to the Board on IRHA activities.
- Direct IRHA's financial and budget activities with/through the Deputy Director and the Finance Officer in order to fund operations and manage efficiency. Provide specific goals and budget policies and review budgets and program proposals. Monitor income, expenditures and program delivery.
- Provide accountability and regular reporting of budget changes and other financial activities to the IRHA Board and HUD.
- Confer with board members, regulatory officials, and staff members to discuss issues, coordinate activities and resolve problems.
- Provide executive supervision and mentoring to the Chief Operating Officer, assisting him/her in implementing IRHA policies.
- Analyze operations to evaluate organizational and staff performance in meeting objectives and determine areas of potential cost efficiency, program/organizational improvement or policy change.
- Negotiate and approve contracts and agreements with federal and state agencies.
- Promote and ensure industry safety standards and regulatory compliance.
- Provide supervision, discipline and support to subordinate employees.
- Provide technical advice (as a housing authority) IRHA BOC and staff.
- Serve as the point of contact for legal counsel and the media; positively and professionally represent the company.
- Prepare and present reports for annual meetings and stakeholder events including the Alaska Federation of Natives and the annual TCC Consortium
- Serve as a liaison to and member of the National Indian Housing Board and the Statewide Alaska Housing Authority (requires attendance at quarterly meetings).
- Promote a positive, professional and productive work environment, cultivating teamwork and effective communications systems.
- Participate in training and professional development to build required knowledge in

housing authority and construction management, business development, resource development and other relevant topics to a chief executive.

- Perform other duties as assigned by the BOC.

Other Tasks:

- Serve as backup in the absence of the Chief Operations Officer

Supervisory Responsibilities:

Provide leadership and oversight to IRHA staff. Directly supervise Chief Operations Officer. Indirectly supervise the Administrative Assistant in relation to executive and board support activities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential function and preferably can also perform other tasks satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions if such accommodations do not cause undue hardship to the organization.

Education and/or Experience:

Minimum: - A strong understanding of the regional political and socio-cultural factors, as demonstrated by specific work experience within these arenas. Five years experience working in the housing arena. Five years experience serving in an executive management role with a housing authority, native organization or construction company.

Preferred: BA or higher degree in business management or related field and six years related experience or equivalent combination of education, training and experience holding an executive leadership role with a housing authority, native organization or construction company.

Skills, Knowledge and Abilities:

- Knowledge of and ability to apply business management and planning strategies to housing and construction project management.
- Knowledge of HUD and other Federal housing programs.
- Extensive knowledge of fiscal/budgetary management.
- Knowledge of and ability to apply business and management principles involving planning, resource allocation, asset management and coordination of people and resources.
- Knowledge of principles and practices in providing customer service.
- Some knowledge of marketing principles/methods for promoting IRHA products and services.
- Some knowledge of personnel and human resource principles and procedures for

recruitment, training, compensation, labor relations, etc.

- Knowledge of and ability to effectively use computer and office equipment and technology to perform electronic communication, prepare reports and utilize business related software programs.
- Knowledge of industry and agency standards and regulations.
- The ability to effectively lead individuals and teams and direct projects.
- The ability to work effectively as a member of a team.
- The ability to work effectively with diverse groups and individuals.
- The ability to effectively and efficiently work independently with little supervision.
- The ability to be flexible and effectively manage change.
- The ability to be creative and resourceful in problem solving.
- The ability to assess organizational performance and identify actions needed to improve relative to the goals and mission of IRHA.
- The ability to monitor and control resources and oversee the spending of money.
- The ability to provide guidance, mentoring and advice to staff and board members.
- The ability to positively and professionally represent the organization to stakeholders, regulatory agencies and the public.
- The ability to effectively communicate information and ideas in writing.
- The ability to understand and effectively communicate verbally with others.
- The ability to read, analyze and interpret complex documents.
- The ability to respond effectively to sensitive inquiries or complaints.
- The ability to travel frequently for business activities.

Physical Requirements:

Regularly required to sit; talk or hear, both in person and by telephone. Required to use hands repetitively to operate and maneuver office equipment; and reach with hands and arms. Regularly required to go to other work areas on and off grounds and lift up to ten pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Working Conditions

Most work is performed in an office environment with quiet to moderate noise level. Frequent travel is required including day-to-day local travel for business meetings, community events, etc, of which some may occur during evenings and weekends. Regular rural travel involves project visits in remote communities, entailing long periods of standing and walking outside and often in inclement weather.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.