

Mount Desert Island & Ellsworth Housing Authorities  
Job Description

Job Title: Executive Director

Supervises: All

Reports to: Housing Authority Boards of Commissioners in the Towns of Bar Harbor, Mount Desert, Southwest Harbor, Tremont, and the City of Ellsworth

Effective Date: April 2023

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**Position Summary**

The Executive Director works under the general direction of the Mount Desert Island & Ellsworth Housing Authorities (EMDIHA) Boards of Commissioners. The position provides oversight and management for the day-to-day operations of the Housing Authorities including a variety of programs, maintenance of all financial resources and budgets, and other records pertinent to the performance of the agency. Additionally, the Executive Director maintains the Personnel Policies, provides direct staff supervision in the management and administration of all programs funded and operated through the agency, and serves as Procurement Officer and Contract Administrator following approved Procurement Policies.

**Responsibilities**

Performs the following duties under the supervision of the Mount Desert Island & Ellsworth Housing Authorities Boards of Commissioners which are appointed by: Town of Bar Harbor Town Council, Town of Mount Desert Select Board, Town of Southwest Harbor Select Board, Town of Tremont Select Board, and the City of Ellsworth City Council.

A. Interprets, implements, and administers the policies of the Boards of Commissioners and all federal and state housing regulations:

1. Acts as Secretary to the Boards, maintaining appropriate minutes, files, and records.
2. Prepares and presents all material to be reviewed and acted upon by the Boards.
3. Develops and revises policies which govern the Mount Desert Island & Ellsworth Housing Authorities in its administration of housing programs, and presents to the Boards for approval.
4. Prepares and presents to the Boards for approval, and subsequently administers and controls the conditions outlined in the annual contribution contract, annual operating budgets, and other supplemental budgets.
5. Advises the Boards on policy and other matters.
6. Determines appropriate course(s) of action related to adopted policies and procedures.
7. Approves all correspondence, notices, and directives dealing with policies issued by the Boards for clarity and soundness.
8. Prepares reports for internal and external use by the Authorities.
9. Represents the Authorities and maintains liaison with regulatory agencies, local officials, and community-based organizations, interpreting and explaining programs, policies, services, needs, and other matters of mutual interest.

10. Attends meetings, workshops, conferences, seminars, and other sessions in order to gain first-hand knowledge of new or improved housing regulations and programs in the public and private sectors.
11. Works with public and private community organizations to secure their assistance and services for public housing residents.
12. Interfaces with the residents of the Mount Desert Island & Ellsworth Housing Authorities housing programs to involve them in operations and responds to their needs.
13. Ensures that programs are administered on a nondiscriminatory basis.

B. Provides for administration, leadership, and management of the Mount Desert Island & Ellsworth Housing Authorities:

1. Reviews/approves and implements regulations and notices from governmental and regulatory agencies and responds to such in timely manner.
2. Designs, implements, and administers all Mount Desert Island & Ellsworth Housing Authorities functions and sub functions to meet (or exceed) goals, management/performance systems, and PHAS goals.
3. Administers all assisted housing programs including the low-income public housing and Section 8 programs.
4. Supervises the management and control of payables, receivables, cash, or other assets (including investments) associated with operating contracts, insurance administration, and all internal and external operations.
5. Authorizes expenditures/purchase orders in compliance with all policies.
6. Receives bids and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.
7. Oversees the management information needs of the Authorities.
8. Oversees the preparation of a comprehensive plan for modernization.
9. Responsible for seeking alternative funding sources.
10. Oversees the submittal of applications for the development of new low and moderate-income housing.
11. Acts as liaison between landlords, residents, and others who require direction, understanding or counsel about program requirements, tenant/landlord issues, and concerns relative to program operations or complaints.

C. Directs and coordinates activities of personnel engaged in carrying out the Mount Desert Island & Ellsworth Housing Authorities objectives:

1. Selects, appoints, disciplines, promotes, transfers, and terminates all employees.
2. Reviews, maintains, and implements all appropriate personnel policies and procedures.
3. Supervises, monitors, and evaluates performance of department head personnel.
4. Establishes goals and objectives for department directors and approves those set for managers and supervisors.

5. Regularly meets with staff members to ensure communication is maintained; train, cross-train, and promote teamwork and program stability.
6. Reviews/approves workload, schedules, and personnel assignments, status of on-going work, projects, and available personnel for work assignments in order to plan activities of the Authorities.
7. Assigns/approves specific duties such as special projects to selected personnel after considering individual knowledge and experience.
8. Reviews/approves reports, papers, and other records prepared by personnel for clarity, completeness, accuracy, and conformance with policies.
9. Plans and conducts or arranges for orientation and training of personnel.
10. Approves leave requests, commendations, and disciplinary actions.
11. Maintains a high degree of personal flexibility and capability to address multiple tasks and assignments of the Authorities.
12. Assures confidentiality of personnel information and data which would be damaging if not properly safeguarded.

### **Knowledge, Skills, and Abilities**

1. Ability to establish and maintain effective working relationships with Board Members, staff, low and moderate-income residents from diverse backgrounds, community leaders, community service organizations, and regulatory authority administrators.
2. Considerable knowledge of the principles, theory, and methods of executive level management and ability to apply same to the operations of the housing authority.
3. Considerable knowledge of HUD programs including but not limited to Public Housing and Section 8 Housing Choice Voucher.
4. Ability to lead and motivate managers and supervisors in achieving departmental and organizational goals.
5. Knowledge of all activities related to the development of low and moderate-income housing.
6. Knowledge of relevant HUD regulations.
7. Ability to understand and comply with privacy laws respecting the confidentiality of client and personnel information from interviews and files.
8. Possess a Maine driver's license in good standing.

### **Education, Experience, and Training**

1. Bachelor of Science or Bachelor of Arts degree in Public Administration, Finance, Business Administration, Public Policy, or related field.
2. A minimum of 4 years of administrative and supervisory experience preferably at a public housing authority, non-profit housing corporation, private housing corporation, or related organization.
3. Experience in the development of low and/or moderate-income housing preferred.
4. Demonstrated integrity in the administration of HUD funded or HUD subsidized programs.
5. Possess a Public Housing Manager's certificate (PHM) from an accredited agency or obtain same within one year of employment.

### **Work Schedule**

Must be able to work 35+ hours a week, and be on-call 24 hours a day, seven days a week including holidays.