



Housing Authority  
of the  
County of Tulare

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**CLASSIFICATION:** EXECUTIVE DIRECTOR

**RESPONSIBLE TO:** BOARD OF COMMISSIONERS

**DEFINITION:** Under contract to the Board of Commissioners, directs, organizes, plans, staffs, develops and manages the Housing Authority and the programs with which it is charged; and to do related work as required.

**EXAMPLES OF DUTIES:** Directs the analysis of community needs and the planning of a public housing development program to meet such needs; works with official and unofficial groups to secure understanding of, and cooperation in, instituting such programs; plans an organization appropriate to carrying out such programs; selects and trains key personnel; coordinates the activities of the organization; plans an appropriate financial and budgetary program; provides continuing leadership and direction to the staff; directs a continuing review of methods and procedure to simplify and improve operations; plans agendas for the Board of Commissioners and prepared materials helpful to the commissioners in their consideration of problems on the agenda; directs the carrying out of policies adopted by the Board of Commissioners; makes continuous reviews of the development, management and maintenance activities of the Authority;; keeps abreast of the programs, policies and methods of other similar organizations to secure ideas for improving the Authority's operations; oversees the legislative/ regulatory activity affecting Authority programs and funding; assists staff members in resolving new or unusual problems.

**EDUCATION/EXPERIENCE:** A Bachelor of Arts degree with upper-level course work in public administration, business, economics, political science or related courses and progressively responsible management experience in directing the operations of a housing authority; at least ten years' experience at a deputy or assistant executive director level. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

**KNOWLEDGE OF:** Extensive knowledge of the principles and practices of business/public administration, including governmental, personnel, supervision and organizational behavior; public speaking, media and public relation techniques; working knowledge of governmental budgeting and accounting, federal and state laws, regulations and court decisions affecting Authority operations.

**SKILLS TO:** Provide leadership to a large staff and maintain their support; to train subordinates and delegate responsibilities effectively; to maintain clear channels of communication within the organization and to express policies and procedures explicitly in oral and written form; to understand the needs of the community and the manner in which a housing program fits those needs; to plan and execute an intelligent program of public relations.

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Executive Director (Continued)**

**DESIRABLE QUALIFICATIONS:** Experience which involved formulation and implementation of housing policy and procedures and operation of a public agency; knowledge of real estate and construction.

**PHYSICAL CHARACTERISTICS:** Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator, dictation equipment and other office machines; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop and lift; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

**LICENSES/CERTIFICATES:** A valid California driver's license.