

**RQA# OHA 12212020 ED**  
**Position: Executive Director of the Opelousas Housing Authority**

The Opelousas Housing Authority (OHA) is looking for an outstanding candidate to fill the position of Executive Director. This is a professional level administrative position involving broad responsibilities.

**Minimum Desire Qualifications:** A bachelor's degree from an accredited college or university in Administration, Social Work, Business Administration, Public Administration, and/or a related field. The ideal candidate shall also have at least five (5) years of full-time paid work experience in a supervisory or administrative capacity in public housing programs or related urban, economic, and community development programs, demonstrating leadership skills with knowledge of budgets and governmental funding.

**Duties and Responsibilities:** The following list of duties are illustrative only and not intended to be all-inclusive list of duties:

1. The Executive Director is directly responsible to the OHA Board of Commissioners (BOC) for the overall management and administration of all Low-Income Housing Programs under the auspices and direction of OHA and shall be the Secretary to the BOC, maintain appropriate minutes, prepare and draft meeting agendas for approval by Board Chairperson.
2. The Executive Director makes decisions involving policy interpretation, procedures, and law.
3. The Executive Director shall be able to apply executive skills, be involved in public relations and community engagement skills, exercise initiative, tact, and independent judgement.
4. The Executive Director shall execute all Resolutions and Orders of the Board of Commissioners and requirements of the United States Department of Housing and Urban Development.
5. The Executive Director shall prepare and sign contracts and other instruments
6. The Executive Director shall supervise all phases of OHA's operations, consulting of employees, review records and reports, authorize expenditures, sign checks, maintain budget controls, and review financial status reports.
7. The Executive Director shall review and approve annual budgets and budget revisions; supervises and participate in the preparation of federal and other grant applications for funding; research other sources of funding.
8. The Executive Director shall participate in the supervising advertising, and evaluation of bids received and make recommendations to the BOC concerning the awarding of contracts.
9. The Executive Director shall maintain a close level of contact with all members of the BOC, keeping them informed of current situations and consulting with them as required on matters of policy and operations, arrange for meetings, plans agenda, attend meetings as a professional members, advising and making recommendations on matters of policy and operations, fiscal affairs, construction and modernization of developments and maintenance of existing properties.
10. The Executive Director shall stay abreast of public housing matters through careful study of HUD regulations, laws, ordinances, and publications related to public housing.
11. The Executive Director shall select, train, and supervise department head staff, and assist in the selection of all other staff members.

12. The Executive director shall research new programs and sources of housing funds; evaluates prospects and make recommendations to the BOC
13. The Executive Director shall consult the OHA's legal counsel on new resolutions of the BOC, contracts, agreements, or other matter requiring legal interpretation or advice.
14. The Executive Director shall have expertise forging strategic partnerships, a positive work environment, and inspire staff to the highest level of excellence; interview applicants, recommend applicants for hire, complete performance evaluations, counseling, handling disputes, and instigating disciplinary actions.
15. The Executive Director shall have strong leadership skills, the ability to relate well to residents and resident groups, strong organizational skills, effective staff supervision skills, a working knowledge of tall HUD regulations and excellent public relations skills.
16. The Executive Director shall possess a competent working knowledge of software programs/systems, business applications (Word, Excel, PowerPoint, Access, and etc.) and the internet.

**The Deadline for applying is Monday, December 21, 2020**

All interested qualified applicants shall submit a letter of interest and a detailed resume addressed and mailed certified to:

Opelousas Housing Authority  
ATTN: Executive Director Selection Committee  
943 N. Court St.  
Opelousas, LA 70570

All submissions received and/or postmarked after the aforementioned deadline of Monday, December 21, 2020 will not be considered.