

# Executive Director Recruitment



The City of Williamsburg is excited to announce the opening of the Executive Director position for the Williamsburg Redevelopment and Housing Authority. The Authority includes four properties containing 104 residential units. This represents a new opportunity for career growth inside the City of Williamsburg. The

Housing Authority is an independent entity from the City of Williamsburg but shares the five members of the City Council, one member of the public at large, and one tenant appointee as its governing board. The unique nature of this position lends itself well to professional growth and a challenging work environment. The Authority relies on the City of Williamsburg for assistance in completing its mission. Examples of this include utilizing the City's Finance Department to handle all of the accounting for the Authority, using the City of Williamsburg Public Works Department to help resolve maintenance needs, coordinating Authority Board activities with the City Manager's office, and utilizing the City Attorney as counsel for the Authority. In many ways this position, despite the independent nature of the Authority, functions as a City Department Head with a total staff of four.

The ideal candidate is a person currently serving as a housing director inside a County or City organization with extensive knowledge of HUD procedures and requirements. The preferred candidate is someone working as a public housing professional with exceptional organizational and management skills. The desired applicant is someone working in housing with aspirations to move into a management role and a strong initiative to learn.



# EXECUTIVE DIRECTOR

## WILLIAMSBURG REDEVELOPMENT & HOUSING AUTHORITY

### THE COMMUNITY

Williamsburg is an independent city located on the Virginia Peninsula on the I-64 corridor, midway between Richmond and Norfolk/Virginia Beach. Williamsburg rests in the center of the Eastern Virginia region, which has a population of over 2.5 million. The city's 2015 population is 15,064 distributed over 9.2 square miles.

Residents and visitors are provided a variety of leisure activities and recreational opportunities year round. There is a 2,700 acre lake that offers fishing and other water related activities, a disc golf course, and hiking, biking and walking trails. The area has well known attractions such as nationally known theme parks, Water Country USA and Busch Gardens. The beaches along the Atlantic Ocean and Chesapeake Bay are an hour's drive from Williamsburg.

Cultural activities in Williamsburg and the Hampton Roads area include several museums, a performing arts center, symphony orchestra, the Jamestown Settlement, the Yorktown Battlefield and the Virginia Air and Space Center.

The City's fully accredited public school system is jointly funded with James City County. The school system is comprised of nine elementary, three middle (a fourth is planned for opening in the fall of 2018) and three high schools. Williamsburg also has several private school options.

Higher education opportunities include the College of William and Mary, Christopher Newport University, Old Dominion University, Norfolk State University and Hampton University along with Thomas Nelson Community College and Tidewater Community College.



### THE CITY

The City of Williamsburg's local government has a long history of achieved excellence. The community has grown to expect above average service from the employees and are rarely disappointed. This is achieved through an organizational desire to be innovative, energetic, and collaborative. Initiative and drive is a valued quality in every new employee that is selected. This is evidenced by the numerous accolades garnered from professional organizations in recent years. Some that are notable include: Center for Digital Government Digital Cities Survey "Top Ranked City" (in the top ten for five consecutive years), Government Finance Officers Association Distinguished Budget Presentation Award (31 consecutive years), Certificate of Achievement for Excellence in Financial Reporting (25 years), International City/County Management Association (ICMA) Certificate of Distinction in Performance Management, and ICMA Center for Performance Analytics Certificate of Excellence for Exemplary Performance Management Initiatives.

- Center for Digital Government Digital Cities Survey "Top Ranked City" (in the top ten for five consecutive years)
- Government Finance Officers Association Distinguished Budget Presentation Award (31 consecutive years) Certificate of Achievement for Excellence in Financial Reporting (25 years)
- International City/County Management Association (ICMA) Certificate of Distinction in Performance Management
- ICMA Center for Performance Analytics Certificate of Excellence for Exemplary Performance Management Initiatives.

## THE AUTHORITY

The Williamsburg Redevelopment and Housing Authority (WRHA) was created by the state legislature of Virginia at the request of the City of Williamsburg. The purpose of the Authority is to provide safe, decent and affordable housing, as well as economic opportunity, to meet the self-sufficiency needs of low income, elderly, and disabled residents of the city.

The Authority was formed in October, 1970. It is a political subdivision of the State of Virginia.

The Authority is governed by a seven member Board of Commissioners, which includes members of city council, a tenant representative, and a citizen. The staff consists of an Executive Director, Public Housing Manager, Clerk and two Maintenance Technicians. They are responsible for the operation and maintenance of 104 housing units located on four sites in the City of Williamsburg. The 2017-18 operating budget is \$753,594. In addition, City of Williamsburg departments provide in-kind support services valued at \$300,000+.

The Executive Director is appointed by and answerable to the Board of Commissioners. The City and the Authority have integrated operations which have resulted in reduced costs. The Executive Director is responsible for managing the Authority's operations but communicates and works collaboratively with City departments in order to ensure continued coordination of activities.

## THE POSITION

The Executive Director oversees all functions and operations of the Authority. The position is responsible for meeting all U.S. Housing and Urban Development (HUD) requirements and reports, and ensuring that properties are compliant with all applicable federal, state, and local laws and standards. The Executive Director oversees all aspects of day-to-day administration, budget preparation and contract review, daily maintenance and repair work orders, inventory, purchases, and site reviews. (S)he supervises staff, implements and updates local policies and procedures as outlined in the Admissions and Continued Occupancy Policy (ACOP) Manual, and develops tenant input and participation through council(s) and other tenant activities.

The Executive Director is part of a blended model operational team on a day-to-day basis, collaborating primarily with the Human Services, Finance, and Public Works Departments. Position reports to the Board of Commissioners and works closely with the City Manager, City Attorney's office, and other city staff at achieving Authority goals and objectives which may include redevelopment goals for senior/disabled housing, and other initiatives, such as community wrap-around services benefiting low income citizens and the community.

## CANDIDATE PROFILE

The ideal candidate will be a “hands-on” manager and have extensive working knowledge of HUD, Title 24 of the Code of Federal Regulations, the Admissions and Continued Occupancy Policy, and considerable experience dealing with bids, contracts, and contractors as outlined in the Davis-Bacon Act. The candidate should also have a strong background in Fair Housing and other federal, state, and local requirements.

The candidate must have the ability to prepare and submit all required reports in a timely, complete, and accurate fashion, and have an indisputable reputation for high standards of ethical conduct, integrity, transparency and honesty. A proven record as a team builder, team player, good communicator, good listener and problem identifier/solver is essential. Understanding of special needs populations, diversity issues, and tenant relations is also a key requirement.

The WRHA housing assets represent older affordable housing strategies and may be ripe for renewal. Several development sites are currently being considered for redevelopment. The successful candidate will need to guide these efforts amongst pressures for highest and best use while maintaining the provision of affordable housing as the primary concern.

Additionally, the successful candidate will have the ability to work as a member of a team, be able to plan, organize and supervise staff and tenant activities as well as an ability to instill and maintain public trust in the Authority’s mission and role in the community.

The candidate will have the skills necessary to build upon a seamless integration of public housing and City services and be an effective link person between the Authority and the City.

The successful candidate will have a Bachelor’s degree in public housing, public administration or related field and extensive experience as a public housing director or senior manager within a public housing authority setting or housing programs and considerable experience dealing with HUD, Fair Housing, and other federal, state and local requirements.

## COMPENSATION

Starting salary negotiable depending upon qualifications and experience. The Authority provides a comprehensive and competitive benefits program.

## HOW TO APPLY

Qualified candidates should submit a resume, cover letter and three (3) professional references by October 10, 2018 to:

Dawn Hicks  
Human Resources Director  
[dhicks@williamsburgva.gov](mailto:dhicks@williamsburgva.gov)  
401 Lafayette Street  
Williamsburg, VA 23185

The Williamsburg Redevelopment and Housing Authority is an Equal Opportunity Employer. The Williamsburg Redevelopment and Housing Authority does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas or disability in employment or in the provision of services.