



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



HOUSING AUTHORITY OF
THE CITY OF LAREDO
INVITES YOUR INTEREST IN THE POSITION OF
EXECUTIVE DIRECTOR

THE COMMUNITY

The City of Laredo, TX, was incorporated in 1755 and is the largest city in Webb County, with an estimated population of 267,114. It is located on the north banks of the historical Rio Grande River. Laredo is unique because it is the only city that operates international bridges between two Mexican states. The City owns, maintains, and operates four border crossings. Laredo is at the center of the primary trade route. It is the only border city strategically positioned at the convergence of all land transportation systems between Canada, the United States, and Mexico.



Executive Director is responsible for the safekeeping of all property and records and is the Agency's primary liaison with the BOC, the United States Department of Housing and Urban Development (HUD), and state and local entities. The Executive Director is also responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as the Public Housing Assessment System ("PHAS"), Section 8 Management Assessment Program ("SEMAP"), Rental Assistance Demonstration Project ("RAD") and other future HUD required evaluation systems.

The duties listed below illustrate the various types of work that may be required of the Executive Director. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position or as otherwise directed to be performed by the Board of Commissioners.

- Plans, develops, organizes, coordinates, delegates, supervises, and directs the implementation of the Agency's housing programs, and subsidiary organizations or instrumentalities.
- Oversees and provides for safekeeping of the Agency's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, and reporting.
- Supervises Agency staff, and provides ongoing assistance to support a positive and productive working environment. Makes recommendations for and oversees the selection, training, direction, supervision, utilization, discipline, and termination of Agency employees. Performs annual evaluations of staff, in conjunction with appropriate Directors or Managers, and makes recommendations to the BOC for salary schedule ranges, employee benefits, and periodic revisions. Reviews periodic reports on the accomplishment of assigned goals and objectives.
- Oversees and ensures accurate preparation of all budgets and amendments for BOC approval. Revises and authorizes Agency expenditures and monitors funds for effective and efficient use within BOC budget approvals.

THE ORGANIZATION

The Laredo Housing Authority (LHA) was established in 1939 and provides affordable housing options for communities in Laredo, Zapata, and Asherton. Currently, LHA owns and manages 763 Public Housing units and provides voucher assistance to 1,673 families in the private rental sector. LHA has an annual operating budget of \$24 million, and has 78 employees.

The Laredo Housing Authority is governed by a five-member Board of Commissioners (BOC), one who is a Laredo Housing Authority resident. The Mayor of the City of Laredo, Texas, appoints all board members. The Board of Commissioners has fiduciary responsibility as well as the responsibility of establishing and overseeing policy for the agency. The Board of Commissioners also hires the Executive Director, who serves as the agency's Chief Executive Officer. The Executive Director oversees the day-to-day operations of the Housing Authority and implements policies and programs established by the Board.

THE POSITION

The Executive Director works for the Housing Authority of the City of Laredo (LHA) under the direction of the Board of Commissioners and its duly-adopted policies, and has the overall responsibility of administering, managing, maintaining, planning, and directing the Agency's programs and employees. The

- Develops, modifies, and implements management systems and procedures to assure the Agency and staff operate effectively and efficiently and that Agency assets are safeguarded. Assures that appropriate systems and procedures are implemented to assure performance and staff accountability is attained and documented.
- Serves as Secretary/Treasurer to the BOC, submitting budgets and informing BOC of the status of activities and projects within the Agency; develops and proposes new policies or changes in existing policies; notifies the BOC of changes or proposed changes in federal, state or local legislation affecting the Agency; provides the BOC with information on evaluations of efficiency and effectiveness of Agency operations and provides recommendations for improvements.
- Works with the BOC to develop the Agency's strategic and operational plans. Effectively develops organizational structures and plans and implements internal policies, programs, goals, and priorities.
- Works with internal and external third parties that may be contracted by the Agency or with whom the organization has a working relationship, including legal counsel, auditors, non-profit partners, developers, and others.
- Serves as liaison between the BOC and Agency staff. Acts as spokesperson for the BOC when so authorized by the BOC chairperson. Responds promptly to BOC inquiries regarding Agency plans and operations.
- Participates in negotiating contracts with other agencies and companies for major maintenance services and management services. Executes contracts on behalf of the Agency when required and as authorized.
- Makes policy, administrative, and management decisions concerning the daily operations of the Agency subject to approval by the BOC where required.
- Identifies federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Agency.
- Discusses Agency goals, priorities, problems, and concerns with officials, representatives, and members of the local government, state government, and federal government, news media, social and public service agencies.
- Meets with tenants concerning complaints and/or grievances after investigation and negotiations by designated staff are unsolved and advises them of their rights to hearing according to the Agency's procedures.



- Monitors, surveys, and inspects various aspects of the Agency's operations on a frequent and continuing basis, to obtain a general idea of conditions, appearance, problems, accomplishments, and results.
- Monitors the Agency's compliance with federal, state, and local laws and regulations pertaining to the Agency. Timely prepares and submits reports and statistics required by such entities.
- Addresses business and civic groups on matters pertaining to the Agency. Successfully maintains a positive Agency image and working relationships with the community and local, state, and federal government officials.
- Reviews and approves reports and other documents that are required by federal, state, and local jurisdictions.
- Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs. Supports, assists, and works with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial, by participating in community activities and functions relevant to Agency objectives and by maintaining membership in appropriate community organizations.
- Volunteers new ideas, suggestions, and recommendations to HUD as desired. At the request of HUD, or affiliated groups, may assist in planning or development of seminars, conferences, and workshops. Reviews proposed laws or

regulations and recommends changes or improvements.

- Receives and reviews bids and executes contracts, in accordance with duly adopted policies and conforming to applicable local, state and federal regulations and laws.
- Documents in writing appropriate events and activities and reports on such events to BOC, upon request.
- Ensures accountability for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care and safeguarding of Agency materials, supplies, resources, and other assets.
- Serves as Security Administrator and User Administrator for the HUD Real Estate Assessment Center ("REAC") system.



COMPENSATION

The successful candidate will receive a highly competitive salary with an excellent executive benefits package that considers the candidate's qualifications and track record of career success.

TO APPLY

If interested in this outstanding opportunity, visit our website, www.srnsearch.com and apply online. The position is open until filled; the first review of resumes will begin on September 18, 2024.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the Housing Authority of the City of Laredo. Candidates will be advised of recruitment status following the selection of the Executive Director.

Questions regarding this recruitment may be directed to:

Ms. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com 850.391.0000
www.srnsearch.com

Pursuant to Texas Open Records law, applications and resumes are subject to public disclosure. LHA is an Equal Opportunity Employer.

IDEAL CANDIDATE

The successful candidate will be a professional, innovative team leader with a collaborative management style whose values align with the organization's. The selected candidate will support staff and encourage ideas, development, and training while promoting accountability and setting high-performance standards.

The selected candidate will be approachable, personable, and able to build trusting relationships with a variety of stakeholders. Must have exceptional communication and interpersonal skills and the ability to succeed in a diverse, fast-paced environment.

Requirements include a Bachelor's degree in Public Administration, Business Administration or Management or a closely related field from an accredited college or university and seven (7) years of responsible managerial experience in public housing or regulatory agency, or similar entity. An equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position will be considered.

A Master's degree is preferred in a closely related field as described above.

A Certified Management Executive (CME) Certification must be obtained within six (6) months of employment or other allowable period from hire date, as authorized by the BOC.

