



Housing Authority of Pompano Beach Executive Director Recruitment Guide

<http://www.hapb.org/>





Housing Authority of Pompano Beach

Providing housing, opportunity andhope!

About the Housing Authority of Pompano Beach

The Housing Authority of Pompano Beach (HAPB) is seeking an **Executive Director** to lead and manage the Authority. HAPB is a provider of safe, decent, and sanitary rental housing for low income families in Pompano Beach, Florida. HAPB has a portfolio of over 1000 housing choice vouchers, five (5) public housing units, as well as 176 USDA units. The HAPB is governed by a seven-member Board of Commissioners

The HAPB is a provider of affordable housing for the City of Pompano Beach, a municipality in Broward County, Florida. Pompano Beach has over 113,000 residents. With the embarking on the first phase of a master development plan to revitalize a USDA property and a future conversion of five (5) Public Housing units to the HCV Section 8 funding platform, the HAPB seeks a highly motivated individual with the requisite skill set and relevant experience in managing a public housing authority to serve the residents of Pompano Beach.



- Administers 1,096 housing choice vouchers
- 5 Public housing units
- 176 USDA Units
- 302 tax credits units





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Executive Director

Position Summary

The Executive Director provides leadership in accordance with direction and policies established by the Board of Commissioners, is responsible for the day-to-day operations of the HAPB, and provide the leadership and management of the planning, organizing, staffing, direction and control functions of the agency in order to assure success in accomplishing its mission.

The Executive Director plans, directs, administers, and oversees the activities and operations of the Housing Authority of Pompano Beach including administrative services, intergovernmental and external affairs, fiscal services, housing choice voucher programs, public housing programs, affordable housing programs, and development and modernization.



Minimum Qualifications

Eight (8) years' experience in housing management, community development, public administration or a closely related field, or six (6) years plus a Bachelor's degree.

Five (5) years in significant management capacity at a public housing authority or other similar experience. Supervised a staff of ten (10) or more for at least one year.

Considerable knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction and the management of local housing authority operations.

Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.

Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.

Prior skills in budgeting, personnel management and public relations.

Working knowledge of personnel, fiscal management, maintenance systems, personnel and administration systems in public or private housing, as well as implementing management systems.





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How to Apply

APPLICATION PROCESS:

To apply, please submit an application, which can be found at the Housing Authority of Pompano Beach website. A cover letter and resume/curriculum vitae must be included with your application. Applications, cover letters and Resumes/C.V.'s can be emailed to wrawls@hapb.org. Additional information can be obtained by contacting 954-785-7200x233. Though electronic submissions are strongly preferred, a hard copy may be sent to the Housing Authority of Pompano Beach, c/o David Tolces, Esq., Weiss Serota Helfman Cole and Bierman, 1200 N. Federal Highway, Suite 312, Boca Raton, FL 33432.

The deadline for the submission of the application is Friday, December 31, 2021, by 5:00 PM. Applications submitted by this date will be reviewed to determine if additional applications will be accepted after December 31, 2021.

Compensation and Benefits: Salary commensurate with qualifications and experience. The HAPB also offers a fringe benefits program, which includes:

- * Retirement Pension Plan
- * Health, Dental, Vision and Life insurance
- * Sick and Vacation time
- * Job Related Training / Certification
- * Educational Reimbursement
- * Discount Membership with LA Fitness



EQUAL EMPLOYMENT OPPORTUNITY

The Housing Authority of Pompano Beach is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals.





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more about ..

The Housing Authority of the City of Pompano Beach (HAPB) was created in November of 1951 as a Public Housing Authority, pursuant to Section 421 of the Florida Statutes for the purpose of providing safe, decent, and sanitary rental housing for low income families. Under the Housing Act of 1956 through the U.S. Public Housing Administration, the HAPB began providing housing for farm laborers at the location currently known as Golden Acres, funded by the United States Department of Agriculture (USDA), Rural Development. Currently, the HAPB owns 176 farm laborer units. Additionally, the HAPB entered into an Annual Contributions Contract with the U.S. Housing and Urban Development (HUD) to provide 118 low income public housing units at locations known as Blanche Ely Estates and Ben Turner Ridge. The devastation caused by Hurricane Wilma in 2005 to the public housing units forced the HAPB to demolish its Public Housing properties and relocate its families using Section 8 Vouchers provided by HUD. To date, the HAPB's housing portfolio consists of 1,096 HUD Housing Choice Section 8 Vouchers, and 176 USDA units, 302 tax credits units, 10 units at Ben Turner Ridge, among other programs.

The HAPB is committed to:

Providing decent, safe, and sanitary housing – in compliance with program housing quality standards – for very low income families while ensuring that family rents are fair, reasonable, and affordable.

Promoting a market-driven housing program that will help qualified low-income families be successful in obtaining affordable rental housing and increase the supply of housing choices for such families.

Creating positive public awareness and expand the level of family, owner, and community support in accomplishing the PHA's mission.

Expanding housing opportunities to families who are in the low to moderate income bracket ensuring that they have access to rental housing that is affordable.

Encouraging self-sufficiency of the families through support and services needed to improve financial skills, achieve long-term employment and possibly achieve homeownership.

As a public service agency, the HAPB is committed to providing service to the Pompano Beach community at large, as well as, its families located throughout Broward County.



Executive Director

Full-Time position. The Housing Authority of Pompano Beach is seeking an Executive Director with the following minimum qualifications:

- Eight (8) years' experience in housing management, community development, public administration or a closely related field, or six (6) years plus a Bachelor's degree.
- Five (5) years in significant management capacity at a public housing authority or other similar experience. Supervised a staff of ten (10) or more for at least one year.
- Excellent written and oral communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.
- Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
- Prior skills in budgeting, personnel management and public relations.
- Has working knowledge of fiscal management, maintenance systems, personnel and administration management systems in public or private housing.

Essential Job Duties: Must possess the experience and skills to effectively manage, organize, staff, direct and control functions of a public housing agency applicable federal and state housing regulations. This may include, but is not limited to, representing the Housing Authority of Pompano Beach by serving as a liaison with regulatory agencies, local officials and community-based organizations with respect to interpreting and explaining the Agency's programs, policies, services, needs and other matters of mutual interest. Attending, on a consistent basis, meetings, workshops, conferences, seminars and other sessions, in order to gain first-hand knowledge of new or improved housing programs in the public and private sectors. Keeping informed of changes and innovations in the housing field as to matters of policy and operation. Acting as the Agency's Public Relations Officer approving all external statements, reviews and policies before being released to media. Acting as the Agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes. Making recommendations to the Board of Commissioners on adoption of new policies and changes to existing policies.

[Click here](#) for more information on how to apply.

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[Click here](#) for the Employment Application. Equal Opportunity Employer.