



## Berkeley Housing Authority

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**January 2020**

## **BHA EXECUTIVE DIRECTOR Part time or Full Time Contract**

### **The Position**

Under the direction of the Board of Commissioners, the Executive Director is responsible for leading BHA's strategic re-alignment into a financially vibrant, functionally effective and efficient organization with the highest staff morale and customer satisfaction. No longer responsible for public housing, BHA will focus on strengthening its Section 8 Housing Choice Voucher programs, augmenting its capacity, financial health and service-delivery.

Overseeing the day-to-day operations of the organization, the ED is ultimately responsible for all work product, staff development, community relations, branding and messaging. The Executive Director will perform all such functions, ensuring that BHA:

- addresses its annual structural deficit and remains financially solvent;
- plans for utilizing proceeds from the sale of the previously-owned low income housing units, including entering into the low income housing development arena;
- remains a High Performer under HUD's annual SEMAP assessment; and
- has the tools it needs to ensure the highest level of customer service in order to be responsive to our program partners: landlords, clients, housing developers, advocates, and city/county/state/federal agencies.

### **Berkeley Housing Authority**

The members of the Board of Commissioners are appointed by the Mayor of Berkeley and confirmed by the City Council. The Board consists of seven members, including two tenant members. The Executive Director is appointed by the Board and leads a lean staff of 11 employees who are both dedicated and diverse. One additional position is authorized and remains to be filled.

The thriving Bay Area economy has driven the rental market to new highs, making BHA's mission more important than ever. In 2014 BHA sold its public housing properties; the sale provided approximately \$2.7 million in capital, along with an \$11 million loan payable to the BHA over 30 years, which now gives the agency options to chart its future direction. The 75 units sold were converted to the project based voucher program.

BHA provides housing rental subsidy to an extremely diverse population in Berkeley, both socio-economically and culturally, including low income families, seniors, disabled, veterans, homeless, and youth emancipated from foster care. With over 600 participating landlords, including non-profit and for-profit developers, BHA operates the following programs:

- 1,975 Housing Choice Vouchers;
- 405 Project-based units, in use or committed;
- 98 Moderate Rehabilitation units for formerly homeless and disabled;
- 70 Mainstream Vouchers for homeless or at risk adults; and,
- 40 VASH Vouchers for veterans.

**Key responsibilities for this executive position include:**

- Direct and administer the federal tenant- and project-based Section 8 subsidy programs; interpret and implement changes in program procedures and regulations.
- Select, direct, assign, and evaluate all staff; provide for in service staff trainings; implement personnel actions if needed.
- Work closely with, and maintain a positive working relationship with unions representing staff; work with the Commission and appropriate consultants to ensure timely and satisfactory union contract renewals.
- Develop and administer the Housing Authority's budget.
- Direct the preparation of financial statements, statistical reports, financial position forecasts, and annual budgets required by HUD or external auditors.
- Develop agency-wide goals and objectives and formulate policies;
- Lead strategic planning efforts to define the future mission, roles, and functions of the Housing Authority in collaboration with the Board and the community.
- Make public presentations and disseminate information on the work of the Housing Authority to tenants, property owners, community groups, and the media; maintain good relationships with such groups.
- Maintain effective relations with elected officials and staff of the City of Berkeley; promote efforts for greater City support of Housing Authority operations.
- Maintain effective relationships with the executive directors of other public housing authorities in the region; collaborate with other housing authorities as needed on operational issues and advocacy.
- Participate in NAHRO and other national organizations serving the interests of public housing authorities.
- Prepare a variety of written material, including computer generated data, reports, memoranda, administrative and technical interpretations, recommendations, and correspondence.
- Serve as the Housing Authority's chief liaison to the U.S. Department of Housing and Urban Development (HUD).
- Serve as Secretary to the Board at meetings and advise in the development of local policies and programmatic actions.

## Challenges and Opportunities

While there are challenges and opportunities in any leadership transition and in the public housing field generally, a number of specific and identifiable issues are foreseeable in Berkeley:

- BHA is currently operating with an annual budget deficit of approximately \$300,000 and will likely exhaust the fiscal reserves and disposition proceeds allowed by HUD for operational use in less than 5 years. The remaining disposition proceeds must be used to transform the Authority's current funding model into a sustainable one.
- The Bay Area housing market is highly inflated, which has decreased owner participation as well as voucher utilization upon which administrative fee revenues are based.
- BHA's small staff-size can be limiting in some aspects. The agency does not have a Human Resources director, for example. However, the small size makes the agency more agile and easier to effect change.
- While a standalone agency, BHA enjoys a good relationship with the City of Berkeley and IT services are shared. There remains a need, however, to develop a coordinated housing plan with the City.

## The Ideal Candidate

BHA is looking for an experienced Executive Director who can continue the successes of the agency, and lead it into a new and necessary direction. It is possible that the outcome of the next planning process may lead to an agency that does not require an Executive Director, so applicants must be comfortable with this possibility.

Top candidates will have the ability to:

- Collaborate closely with the City of Berkeley, community groups, HUD, other housing authorities, and key stakeholders in the community.
- Maximize productivity with a small staff by being a hands-on leader who is highly organized. The Executive Director must understand the limitations of leading a small agency.
- Be highly accessible at all times, including the occasional evening and weekend when needed.
- Have a proper balance between being visionary and being grounded. A strong vision is needed to transform the agency, yet it remains a small agency and there are limits to its capabilities.
- Be skilled, effective, and successful at labor relations as all positions except the Executive Director and Administrative Assistant are union represented. BHA enjoys a positive labor-management relationship and seeks to preserve it.

## Experience and Education

- Graduation from a four-year college or university with major coursework in public administration, planning, finance, social services, or a closely related field; masters degree preferred.
- Five years of progressively responsible administrative experience, with at least 2 years managing professional, technical, and administrative staff subject to regulations of Section 8 Housing Choice Voucher Programs. Experience in developing affordable housing a plus.
- Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on Housing Authority business, the incumbent is required to maintain a valid California driver's license. A satisfactory driving record is required.

## Compensation

The successful candidate will receive a competitive salary with an excellent executive benefit package that considers the candidate's salary history and track record of career success. The Board of Commissioners will negotiate a mutually agreeable employment agreement with the selected candidate including assistance with moving and relocation, if appropriate.

## The Recruitment Process

Interested candidates should apply by February 27, 2020. Electronic submittals are strongly preferred, to: Jesy Yturalde, [jyturalde@cityofberkeley.info](mailto:jyturalde@cityofberkeley.info), and must include the following: cover letter; comprehensive resume; three references\*; and salary history for past three years.

An interview process is expected to occur in March, 2020 and it is anticipated a selection will be made in April. Top candidates may be asked to complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively. It is anticipated the next Executive Director will join the Berkeley Housing Authority in May, or June 2020.

**This recruitment will be handled with strict confidentiality.**

\*References will not be contacted until mutual interest has been established.

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