

## **Central Texas Housing Consortium**

### **Temple & Belton Housing Authorities**

#### **Executive Director Job Opening**

**Posted: 04/15/2025**

**Cutoff: Until Filled**

The Cities of Temple and Belton are located in the thriving Central Texas area on the I35 corridor. Central Texas Housing Consortium (CTHC) has been providing affordable housing since 1938.

Governed by a seven-member Board of Commissioners, CTHC is a recognized leader in maintaining and developing a wide variety of housing for low income residents. CTHC owns and manages 1,224 apartments with approximately 2,000 residents that are under a variety of programs such as Public Housing, Project Based Section 8 New Construction, Project Based Section 8 Mod Rehab, USDA Rural Development, TDHCA HOME and HTF as well as Open Market properties. CTHC has approximately 65 employees, an annual operating budget of \$12 million, a current value of about \$125 million in property value and has strong financial reserves. It is poised for additional growth.

The Executive Director is appointed by and reports to the Board of Commissioners and is responsible for planning, directing, managing, and reviewing all the administrative activities and operations of CTHC; coordinating program services and activities among agency departments and with outside agencies; ensuring the financial integrity of the organization; representing the agency's interest to the general public, other agencies, levels of government, and other outside interests; and providing highly responsible and complex policy advice and administrative support to the CTHC Board of Commissioners. The position provides leadership in the development and implementation of the agency's housing and community development goals, policies, and strategic initiatives, as well as oversight of all staff.

A bachelor's degree in Management, Business or Public Administration or a related field is required, plus at least five years of progressively responsible experience in the industry, with three (3) years at an executive level of administrative or operational oversight; a Master's degree and/or CPA license is preferred. Affordable housing finance and development experience, knowledge of public sector regulations and practices, and experience in the real estate and construction industry is a plus.

The Executive Director:

- Values organizational diversity; treats others with respect, promotes cooperation and effectively manages relationships.

- Develops and creates ideas, processes and approaches that shape the future; takes risks and makes decisions based on facts; uses analysis and critical thinking skills to solve problems; ensures that decisions are aligned with strategic directions.
- Demonstrates effective verbal, written, listening, and presentation communication skills.

The starting salary is open and dependent upon qualifications. CTHC offers an attractive benefits package. If interested in this opportunity, visit [www.cthc.org](http://www.cthc.org) to access an application and the job description. Application with attached resume can be emailed, mailed or brought to the office. Deadline to submit is May 15, 2025. The position is open until filled. Questions regarding this recruitment may be directed to Barbara Bozon at 254-773-2009 ext. 205 or [bbozon@cthc.org](mailto:bbozon@cthc.org).

This job posting is in accordance with the CTHC Leadership Succession Plan.

Equal Opportunity/ADA Employer. Pursuant to Texas Open Records law, applications and resumes are subject to public disclosure.

## **POSITION DESCRIPTION EXECUTIVE DIRECTOR**

### **I. INTRODUCTION**

The Executive Director has supervisory and management responsibilities for all member Housing Authorities within the Central Texas Housing Consortium (CTHC). Has constant contact with the public requiring the exercise of tact and diplomacy. This position requires knowledge of accounting, financial management, budgeting, investments, personnel administration, procurement, and sound business practices. Duties are performed in accordance with federal, state and local laws, applicable regulations and CTHC policies and procedures.

### **II. COMPETENCY DESCRIPTORS:**

**Job Knowledge:** Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of CTHC. Uses appropriate judgment and decision making in accordance with level of responsibility. Keeps abreast of industry changes and applies knowledge across functions, regions, and the organization to develop the business. Maintains strong relationships with executives and thought leaders outside the organization, shares knowledge and taps into their expertise as appropriate. Active in industry forums where respected for external thought leadership. Considered an internal thought leader, influencing and persuading the thinking of others across operating units. Mentors others on effective client and team leadership.

**Initiative:** Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work. Proactively seeks ways of improving programs and services within and across organization boundaries. Regularly evaluates the effectiveness of business improvement and quality initiatives at a functional, department, or organization-wide level. Promotes a shared understanding of organizational needs and strategic direction to rally teams. Anticipates the future of the industry and identifies strategies for improving programs and services.

**Safety Awareness:** Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate. Develops and champions safety and protective procedures throughout the organization to ensure compliance with regulatory environment.

**Customer Service:** Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard. Commands organization-side respect as an expert in building and maintaining effective relationships with leaders at other agencies/organizations. Acts as a trusted, strategic advisor to leadership team. Resolves complex internal and/or external issues that could impact client relationships. Builds the organization's image by

actively representing the needs and perspectives of clients in the region. Initiates and champions organization-wide initiatives that respond to the changing needs of clients.

**Teamwork:** Employee balances team and individual responsibilities. Exhibits objectivity and openness to others' views and gives and welcomes feedback. Contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed. Provides visionary and strategic leadership to a function, department, or the organization. Champions organization initiatives that require organizational collaboration. Removes barriers to organizational collaboration at the functional, department, or organization-wide level. Mediates conflict between functions or departments for the benefit of the organization.

**Reliability:** Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Organization expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance and punctuality. Ensures department work is integrated and aligned with the strategic objectives of the organization. Allocates resources in alignment with the strategic objectives of the organization.

**Responsiveness and Accountability:** Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work. Takes decisive action in high-stakes situations, crises, or conditions of uncertainty. Demonstrates individual support for decisions made for the good of the organization by speaking with one leadership voice. Prioritizes talent development and holds self and others accountable for providing honest, on-going coaching and feedback. Creates an environment in which performance excellence is rewarded.

**Leadership:** Provides mission, sets direction, and inspires other to deliver on the organizational mandate. Manages performance by providing regular feedback and reinforcement. Decisions are based on ethical and socially responsible principles. Promotes organization's mission and vision to all relevant stakeholders. Develops and implements strategic initiatives to achieve departmental and organizational goals. Monitors and reviews strategic plans consistently and takes corrective actions to keep plans on track in light of new challenges in the environment. Structures and positions the organization in alignment with organization priorities. Defines performance measures to evaluate the success of organization's strategy. Communicates strategic plan to the organization. Holds her/himself accountable to executing the strategy. Builds and maintains a wide network of internal and external relationships to gain confidence, trust and respect from others. Sought out as a leader who can motivate others to achieve a common goal. Creates loyalty, comradeship, and an organization environment that permits innovative thinking.

### III. **DUTIES AND RESPONSIBILITIES**

#### A. GENERAL

1. Plan and direct all activities of the CTHC in accordance with policies and rules adopted by the Board of Commissioners.

2. Act as secretary and primary advisor to the Board of Commissioners and boards of subsidiary entities.
3. Provide direction, guidance and assistance in all CTHC programs.
4. Develop and establish goals, standards, priorities, procedures and identify revisions needed to meet each standard.
5. Review and approve management, productivity and financial reports and audits.
6. Responsible for maintaining relations with the general public, community partners and regulatory agencies. Represent CTHC and be actively involved in the community in various roles.
7. Serve as Contracting Officer.
8. Other duties as required.

#### B. MANAGEMENT

Provide oversight of the following functions:

1. Preparation of Board packet and Board related correspondence.
2. Compliance with programmatic regulations and other policies.
3. Construction and non-construction functions for housing, administration, resident services, accounting, maintenance, grants, procurement and personnel management.
4. Plan, review and assign duties of staff.
5. Interpret and clarify standards, policies and procedures for CTHC's operations to ensure compliance.

#### IV. EDUCATION/SKILLS

- A. Must have a Bachelors degree in Business or Public Administration from an accredited university. Must have at least five years of experience in these or related fields that includes leadership and executive management experience. Masters degree and/or CPA preferred.
- B. Requires the ability to plan, assign, direct and review the tasks of employees. Must have ability to deal tactfully with the public, residents and employees. Requires knowledge of financial management, budgeting, and general administrative procedures. Must have the ability to review information and make sound decisions on facts presented.
- C. Ability to comprehend and interpret complex regulations and write policies implementing the instructions therefrom. Must have ability to recognize shortcomings in the operations and make plans for operations years in advance. Must be able to write clear and precise letters, reports and procedures.
- D. Requires knowledge of community structures and community resources related to CTHC's programs.

#### V. PHYSICAL REQUIREMENTS

Must be able to sit for extended time periods, tour projects/properties and use the computer.

**VI. OTHER REQUIREMENTS**

- A. Must have a current Texas Drivers License.
- B. Must have a driving record which will meet insurability requirements for automobile insurance.

**VII. SUPERVISION RECEIVED**

The Executive Director is responsible to and under the supervision of the CTHC Board of Commissioners.

**CERTIFICATION:** I have read and understand the above position description, and I agree to fulfill all job requirements.

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Employee Signature

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Date