

## Interim Executive Director

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### POSITION SUMMARY

The HHA is hiring an Interim Executive Director, to begin immediately.

The Interim Executive Director shall act as Executive Director for HHA on an Interim basis and shall have full supervisory and administrative authority over the managerial, administrative, and fiscal functions of HHA. In addition, the Interim Executive Director shall report to the HHA Board regarding the discharge of such functions relative to the Board's respective authority.

The Interim Executive Director shall have all of the duties, rights, and responsibilities of the Executive Director position of the HHA including:

- Supervise the daily functions, activities, and work of the staff of the HHA;
- Oversee HHA Capital projects in accordance with HUD guidelines;
- Supervise completion and a timely submittal of all HHA reports to HUD and any regulatory agencies;
- Oversee management of HHA funds;
- Oversee the management and administration of all HHA Programs including RAD converted properties, Housing Choice Voucher, Public Housing, and any other relevant and applicable programs;
- Serve as the Contracting Officer pursuant to HUD regulations;
- Approve payroll to facilitate the distribution of employee paychecks;
- Approve the electronic transfer of funds for payments made to landlords participating in the Housing Choice Voucher Program;
- Attend all regular and special meetings of the HHA; and,
- Perform all other duties that may be mutually agreed upon.

The Interim Executive Director shall have direct supervisory authority over the employees of HHA; including but not limited to the authority of assignment and supervision of the performance of tasks. To the extent practicable, the day-to-day functions and tasks of HHA shall continue to be performed by HHA employees.

The Compensation and Benefits for the term of this agreement shall be as follows:

The interim Executive Director will be paid \$50.00\* per hour for all work performed up to 35 hours a week as needed.

(\*Benefit options may be considered)

This Agreement shall remain in effect for 12 months from the effective date or until such time as a permanent Executive Director is appointed.

Please email your resume and cover letter expressing interest in this position to: Chairperson Revonda Smith at [revondasmith1@gmail.com](mailto:revondasmith1@gmail.com)

or mail it to:

Chairperson Revonda Smith  
Hudson Housing Authority  
41 N. 2<sup>nd</sup> Street  
Hudson NY 12534