**POSITION DESCRIPTION**

**HOUSING AUTHORITY COMMISSIONER**

**-WEST VALLEY HOUSING AUTHORITY (WVHA)**

**POSITION SUMMARY:**

This is a volunteer position serving as a citizen member of the WVHA’s Board of Commissioners and responsible for the oversight of the agency’s policies, finances, and long-range planning.

**APPOINTMENT:**

The Polk County Board of Commissioners appoints all five (5) WVHA Commissioners. The five appointed Commissioners then elect the Chairperson and Vice-Chairperson positions on an annual basis. Commissioners are expected to serve a four (4) year term and then may be re-elected to another four (4) year term through an affirming vote by the WVHA Board of Commissioners.

**COMMITMENT OF TIME:**

Approximately four (4) to five (5) hours per month for the precursory review of the monthly Director’s Report and agenda items and attendance at the monthly Work Session & Board Meeting that normally take place midday on the fourth (4th) Wednesday of each month.

**SUPERVISION EXERCISED:**

No supervision individually exercised, but, as a member of the WVHA Board of Commissioners, position participates in the hiring, directing, and evaluation of the Executive Director.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The following represents the major duties of this position; however they are not presented as all-inclusive. The WVHA Board of Commissioners reserves the right to redefine Board member duties at any time.

* Collaborate in the determination and support of the mission and purpose of the WVHA.
* Participate in the hiring, direction, and evaluation of the Executive Director.
* Evaluate and propose action related to recommendations of the Executive Director.
* Attend, and actively participate in, the monthly Work Session and Board Meeting .
* Work with Executive Director to ensure adequacy of the organization’s resources.
* Evaluate and approve WVHA’s administrative, programmatic, and project budgets with oversight of the agency’s financial and audit activities.
* Review, approve, revise, and adopt WVHA’s Section 8 Administrative Plan, Public Housing Acceptance and Continued Occupancy Plan, Personnel Policy, Procurement Policy, and all, other, associated policies.
* Review, approve, revise, and adopt proposals for new, or changes to existing, housing programs or projects.
* Review, approve, revise, and adopt all action items that require Board approval or ratification (as set forth by HUD or any other regulatory entity).
* Review and weigh in on legal matters. Board member may be called upon to respond to difficult and/or sensitive employee, client, or general public complaints and will serve in the capacity as ultimate arbiter for employee and client grievances that escalate above the level of the Executive Director.
* Act on, or provide direction in, the handling of miscellaneous matters that may properly come before the WVHA Board of Commissioners.

**QUALIFICATIONS:**

* Knowledge of the communities within Polk County and a demonstrated interest in affordable housing issues.
* Willingness to make necessary commitment of time and the ability to participate in the WVHA’s public meetings.
* Specialized knowledge in the fields of real estate, construction, landlord/tenant relations, finance, or social services is highly desirable.
* Ability to work collaboratively with other, Board commissioners and the Executive Director in building consensus pertaining to the best actions for good stewardship of the scarce, public resources available to address Polk County’s affordable housing needs.
* Prior public commission or committee experience desired, but not required.
* Cannot be a landlord currently renting to a Section 8 participant, within the jurisdiction of Polk County, during the term served as a Board commissioner.