

## **POSITION DESCRIPTION**

### **CLASSIFICATION TITLE:**

Executive Director

### **DEPARTMENT**

Jefferson Parish Finance Authority

### **REPORTS TO:**

Board of Trustees

### **LOCATION OF WORK:**

Administrative office located in Suite 505 of the Yenni Building. May be required to travel on a Parish-wide basis and report to other Parish work sites on occasion.

### **HOURS OF WORK:**

35-hour work week. Exempt from overtime compensation. General hours of work are 8:30 a.m.- 4:30 p.m., Monday through Friday. May be required to work extended hours if necessary.

### **POSITION PURPOSE:**

The overall purpose of the Executive Director shall be the principal executive officer for the Jefferson Parish Finance Authority (the Authority). It shall be the Executive Director's responsibility to execute the policies and projects of the Authority. The Executive Director shall have charge of the overall management and direction of all of the Authority's affairs, and he/she shall report directly to the Board of Trustees of the Authority on all administrative, managerial, financial, operational and public relations affairs

### **ESSENTIAL FUNCTIONS:**

Possess experience in the Housing/Municipal financing sector.

Identify potential new initiatives and partnerships to extent allowed by Title 9 of the Louisiana Revised Statutes, Public Trusts Law.

Development, preparation, administration and monitoring of the Authority's Operating Budget and overall operation of the Authority.

Evaluate proposals from bond counsel, tax counsel, accounting, auditing and other financial professionals at the disposal of the Authority.

Being directly involved with each project under consideration requiring professional services.

Report directly to the Board of Trustees.

Counsel with the Board of Trustees on policy decisions affecting finance and administrative operating directives.

Participate in policy-making activities as directed by the Board of Trustees.

Acts as a liaison with other public agencies and organizations.

Represents the Authority publicly and works constructively with the community to foster activities and develop best practices.

Coordinate and approve the annual department operating budget and presents the final budget to the Board of Trustees for adoption and final approval.

Oversees the development and administration of an accounting system to accomplish the proper recording, measuring and reporting of all operations, transactions, assets and liabilities, including the restricted and unrestricted accounts of the Authority.

Reviews for accuracy all financial statements and presents to the Board of Trustees on a quarterly basis a financial report on the restricted and unrestricted accounts.

Provide policy guidance to the Board of Trustees on management services in the area of housing programs and various other authorized projects.

Coordinate budget formulation and management activities in the Authority's programs.

Approve operation expenses.

Advise the Board of Trustees regarding audit/review information.

Direct supervision of the administrative staff.

Preparation of annual council activities calendar, including key activities and anticipated major events to be prepared and distributed at the beginning of the year, as per J.P. Council Ordinance No. 21328.

Preparation, analyses and interpretation of statistics for outside parties as required.

Authorized authority to execute forms required by the Personnel Department and Purchasing Department, relating to the general operations of the office.

Formulate and evaluate operating policies, programs and procedures relating to the Authority with advice and approval of the Board of Trustees.

Prepare statistical studies, quarterly financial reports and research planning for future programs.

Plan long range departmental activities.

Prepare reports on the departmental operations evaluating performance against established objectives, and special reports on operating problems or plans as required for review by the Board of Trustees.

Participates in the development of grant proposals and other fund raising activities.

Authority to hire staff and execute required forms.

Be available to the Board of Trustees to analyze proposals.

Oversee the filing of reports, compliance surveys and opinions, as required by law. (Arbitrage, Audit, Cash Management Policies, Tax Reporting and Compliance Reports, etc.), prepared by the Executive Assistant.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Accounting / Computer Experience

Social media marketing knowledge

**FINANCIAL PACKAGE RANGE:**

Salary and benefits reviewed by the Jefferson Parish Finance Authority Board of Trustees annually and adjustments approved by resolution from the Board of Trustees.

**OTHERS:**

Education: College Degree or higher, Prior Administrative and/or Management Experience

Strong knowledge of accounting and budgeting

History of involvement with financing

Strong Communication Skills.

Experience in Investment Banking, Mortgages and Accounting dealing with residential housing issues, commercial and public sector accounting.