



Recruitment: Executive Director

ABOUT THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA

The Area Housing Authority of the County of Ventura (AHA) is a mission-driven, high-performing nonprofit, independent public agency, dedicated to expanding access to safe, stable, and affordable housing across Ventura County, serving Camarillo, Fillmore, Moorpark, Ojai, Simi Valley, Thousand Oaks, and the unincorporated areas of the County.

With a team of 63 employees, AHACV administers a Housing Choice Voucher (HCV) program with over \$45 million in annual budget authority, manages 355 public housing units, over 2,500 HCV vouchers and provides rental assistance to more than 6,000 individuals. The agency also owns 1,289 units, managing 836 directly.

Recognized as a High Performer for 24 consecutive years and maintaining a consistent record of clean financial audits, AHACV is known for its strong governance, fiscal integrity, and operational excellence. The organization continues to play a vital role in addressing the region's housing needs and is well-positioned for continued growth and impact.

ABOUT VENTURA COUNTY

Location & Access

Ventura County is located along California's coastline between Los Angeles and Santa Barbara, offering access to major urban centers while maintaining a distinct community character.

Communities & Quality of Life

The County is known for its vibrant and diverse communities, combining a rich cultural heritage with a strong sense of neighborhood and connection. Residents enjoy an exceptional quality of life, with access to beaches, open spaces, parks, and year-round recreational opportunities.

Opportunity & Impact

As the region continues to address housing affordability challenges, Ventura County provides a meaningful opportunity for leadership and lasting community impact.

IDEAL CANDIDATE

The ideal Executive Director for AHA is a mission-driven leader with a strong commitment to affordable housing and community service. They bring a balance of strategic vision and operational expertise, with the ability to lead teams, manage resources effectively, and build positive relationships with residents, staff, and community partners.

This individual actively fosters and sustains a positive, inclusive staff culture grounded in respect, accountability, and collaboration, while also supporting succession planning efforts by developing internal talent and ensuring continuity of leadership and operations.



EXECUTIVE DIRECTOR

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SALARY GRADE: ED	STARTING SALARY: FROM \$220,000 to \$250,000 per annum <i>Exempt Position</i>
DEPARTMENT:	EXECUTIVE
REPORTS TO:	Board of Commissioners

BRIEF SUMMARY OF THE POSITION

The Executive Director serves as the Chief Executive Officer and reports directly to a fifteen-member Board of Commissioners. The Executive Director is responsible for the overall management and administration of the Area Housing Authority's (AHA) operations, including public housing programs, Section 8/Housing Choice Vouchers, Low Income Housing Tax Credits, and other assisted housing initiatives. This includes strategic planning, financial oversight, personnel management, and ensuring compliance with federal (HUD), state, and local regulations. Keeps the Board of Commissioners apprised of any material matters, including but not limited to, actions, contracts, claims, financial condition, resolutions, and liabilities on a monthly or more frequent basis, depending upon the magnitude of the matter and the immediacy of any actions required.

EDUCATIONAL, EXPERIENCE AND SKILLS QUALIFICATIONS

- A bachelor's degree in public administration, business administration, finance, urban planning, or a related field, and
- Minimum of 10 years of progressively responsible experience in public or affordable housing management, with at least 7 years in a senior supervisory or executive management role, and
- Extensive experience with HUD programs, regulations, and reporting requirements including but not limited to Housing, Section 8/Housing Choice Voucher (HCV), RAD, and LIHTC programs, and
- Strong financial management expertise, including budget development, fiscal reporting, and long-term financial planning, and
- Comprehensive knowledge of public administration principles, including personnel management, organizational leadership, budgeting, and fiscal control, and
- Exceptional leadership, communication, and interpersonal skills, with the ability to build and maintain effective working relationships with residents, staff, elected officials, community partners, and other stakeholders, and
- Demonstrated ability to analyze complex operational and policy issues, manage multiple priorities, and develop innovative solutions, and
- Strong critical thinking, problem-solving, and decision-making skills in a complex regulatory environment, and
- Proficiency with modern office technology and housing management software, including Microsoft Office Suite and Yardi or similar property management systems.



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Preferred Certifications currently held

- Public Housing Manager (PHM) – from National Association of Housing and Redevelopment Officials
- Certified Public Housing Manager (CPHM)
- Housing Choice Voucher (HCV) certifications
- Other HUD-related compliance or occupancy certifications

ESSENTIAL FUNCTIONS – REPRESENTED TASKS (including but are not limited to):

Operational Oversight

- Direct all phases of the AHA's programs, such as public housing, Section 8 Housing Choice Vouchers, and other housing initiatives.
- Monitor and evaluate the efficiency of agency operations, systems, and procedures, recommending improvements and implementing best practices.
- Oversee project renovation, modernization, and the development of new affordable housing through partnerships and diverse financing (e.g., tax credits, bonds).
- Ensure all agency activities and housing programs maintain fiscal integrity and compliance with regulations set by the U.S. Department of Housing and Urban Development (HUD) and other federal, state, and local authorities.

Strategic and Financial Planning

- Provide visionary and strategic leadership to advance the AHA's mission of providing safe, affordable housing.
- Develop and implement strategic and operational plans that align with community needs and the Board's objectives.
- Participate in the preparation and administration of the agency and departmental budgets, monitoring expenditures, and recommending revisions.
- Facilitate the identification and application of new funding opportunities, including grants, low-income housing tax credits (LIHTC), and other financing options to support agency growth and special projects.
- Facilitate and monitor special research projects and capital improvement initiatives, such as property redevelopment and new construction.

Leadership and Personnel Management

- Supervise, mentor, identify, and develop high-potential employees to fill key leadership roles, ensuring business continuity.
- Oversee personnel activities, including hiring, training, performance management, and disciplinary actions.
- Provide leadership to foster a high-performance, customer service-oriented and ethical work environment.



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- Ensure that all personnel policies and procedures are fair and compliant with Fair Housing and Equal Opportunity requirements.
- Lead and support succession planning efforts with key leadership positions to ensure long-term agency stability.

Board Relations

- Serve as the primary staff support and Secretary to the Board of Commissioners; prepare agendas, provide data for policy decisions, and execute Board resolutions.
- Provide the Board of Commissioners with an annual report on the overall condition and performance of the Agency.

Stakeholder and Community Relations

- Represent the AHA to the public, media, community-based organizations, and local, state, and federal officials.
- Address complex and sensitive inquiries and complaints from residents, the public, staff, and public officials.
- Serve as the AHA's primary representative and spokesperson to residents, the public, and other community partners.

ABILITY TO:

- Have access to an automobile or other means of transportation when necessary to travel on AHA business.
- Possess and maintain a valid Class C California driver's license, with a driving record acceptable to the AHA's insurance carrier.
- Implement AHA and HUD housing programs, ensuring compliance with applicable regulations while monitoring program performance and effectiveness.
- Communicate clearly and concisely, both orally and in writing.
- Prepare, review, and approve complex business correspondence, reports, contracts, specifications, cost estimates, policy documents, manuals and presentations.
- Analyze housing issues and operational challenges using logical and creative problem-solving skills
- Interpret and apply laws, regulations, policies, and procedures related to the AHA operations.
- Manage and coordinate multiple projects simultaneously, from inception to completion, involving diverse teams, timeliness, and deliverables.
- Establish and maintain effective working relationships with staff, residents, governmental agencies, contractors, community partners, and the public.
- Exercise independent judgment with professionalism, sound management practices, compassion, and creativity.
- Consistently demonstrate AHA core supervisory and management competencies.



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- Operate and use mobile communication devices, including phone and AHA applications, for business communications.
- Be bondable.

WORKING REQUIREMENTS:

- Minimum work schedule is Monday-Thursday 7:00 a.m. to 5:00 p.m.
- Corporate office serves as primary work location.
- Community spaces and off-site property environments differ from location to location.
- The use of personal protective equipment, i.e., hard hats and safety goggles, may be required when touring construction sites.
- Engagement in activities after normal business hours, including, but not limited to, attending city council meetings, community engagements, and other activities in the best interest of the AHA.
- Busy office environment, subject to frequent interruptions.

PHYSICAL ABILITIES:

Detect to understand appropriate written correspondence; operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer; communicate to exchange information effectively, in writing, on the telephone and by email; stationary position for extended periods of time; move or transport light objects; position self to store and/or retrieve files.

Apply here: [Executive Director AHACV](#)