



FAYETTEVILLE HOUSING AUTHORITY

REQUEST FOR QUOTES Executive Recruitment Services Housing Authority of the City of Fayetteville, AR

The Housing Authority of the City of Fayetteville is requesting quotes regarding recruitment services conforming to the Scope of Work set forth below. This project is located at 1 N School Ave, Fayetteville, Arkansas and can be completed in person or remotely.

Quotes are due by 4:30 pm cst on Friday, August 5, 2022 via email to audra@fayettevilleha.org.

Submittals shall include a quote that identifies the cost breakdown for the various facets of the work requested. There will be no formal opening of the quotes received. Quotes will not be accepted after the stated submittal deadline date and time, and any late quotes will be rejected.

All questions related to this project should be directed to Audra Butler, Interim Deputy Director at abutler@fayettevilleha.org.

The successful awardee will be chosen based on the following selection criteria:

- Availability to Immediately Recruit
- Cost
- Company and Personnel Experience on Similar Projects
- References

If awarded, FHA will award the contract to the prospective Consultant whose quote will best serve the interests of the Housing Authority.

Rights Reserved – City reserves the right to:

- Reject any Quote not in compliance with all prescribed public contracting procedures and requirements and other applicable laws.
- Reject for good cause any and all Consultants upon the Housing Authority finding that it is in the public interest to do so or that the Consultants are listed on the HUD “Excluded Parties Listing System”.
- Reject any Consultant or Quote not meeting or differing from the specifications set forth herein.
- Waive any and all minor irregularities or informality in the Consultant submitted when, in the opinion of the Housing Authority, it is in its best interest to do so.
- Consider the competency and responsibility of Consultants in making any awards.
- Reject a selected Consultant if within a reasonable time determined solely at the discretion of the Housing Authority, Consultant has not executed the project contract.
- Hold the three Quotes determined best by the Housing Authority under consideration until the final award is made
- Extend the deadline for submitting Quotes.
- Seek other quotes, if deemed in the public interest

Scope of Work

The purpose of this Request for Quotes is to identify an Executive Recruitment consultant to complete a successful search for an Executive Director for the Housing Authority of the City of Fayetteville, AR. Services are expected to include, at a minimum, designing and executing steps to define the search; identifying, evaluating, and recommending potential candidates that meet the requirements for the position; presenting those candidates to the Fayetteville Housing Authority Board of Commissioners; and managing the process through to a final hiring decision.

Submission Requirements

Please deliver an electronic copy of your quote no later than 4:30 pm cst on Friday, August 5, 2022 to:

Audra Butler
Interim Deputy Director
Fayetteville Housing Authority
Email Address: audra@fayettevilleha.org

By submitting a quote, the Consultant represents that it has thoroughly examined and has become familiar with the requested services and the contents of this request for quotes and that it is capable of performing quality services to achieve FHA's objectives. The consultant is responsible for requesting clarification of any deficiency, ambiguity, error or omission contained in this request, or any provision in this request that the proposer fails to understand. Any communication regarding this request must be submitted by email.

Questions relating to Request for Quotes

Respondents are encouraged to communicate any questions regarding this request for quotes by 4:30 pm cst August 1, 2022. Questions should be sent via email to audra@fayettevilleha.org.

TECHNICAL REQUIREMENTS

The following shall be included in all responses to the request for quotes:

- A brief description of the Consultant's/Firm's scope of their practices including names, qualifications, and experience of personnel (the individual who will lead this effort) to be assigned to this recruitment(s), including experience in conducting executive searches for Public Housing Authorities
- Proposed cost/fee structure
- A proposed timeline to accomplish the proposed, expedited recruitment process.
- A list of similar executive recruitments conducted in the last three (3) year
- Three (3) Client References related to similar projects completed in the past three (3) years.
- Method of candidate search and presentation of candidate.
- Other information applicable to the Project.

RFQ Materials



FHA Executive
Director Job Descrip



JOB DESCRIPTION

JOB TITLE: Executive Director
FLSA STATUS: Exempt
DATE: January 2022

DEPARTMENT: Administration
LOCATION: Fayetteville, AR
REPORTS TO: Board of Commissioners

JOB SUMMARY

The Executive Director is responsible for planning, directing, and coordinating operational activities at the highest level. The position provides leadership and management of the planning, organizing, staffing, direction, and control functions of the Agency. By developing and implementing strategies to maximize employee performance, the Executive Director will build successful teams within the organization. The position is responsible for driving the Fayetteville Housing Authority's mission, vision, and core values across the organization. By interpreting and implementing policies approved by the Board of Commissioners, the Executive Director is responsible for the administration of Board policies.

ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

A. Interpret, implement, and administer the policies of the Board of Commissioners and all applicable federal and state housing regulations.

- Supervise the preparation of all materials to be reviewed and to be acted upon by the Board of Commissioners.
- Determine the appropriate course(s) of action related to adopted policies and procedures.
- Approve all correspondence, notices, and directives dealing with policies issued by the Board for clarity and soundness.
- Keep the Board informed of changes and innovations in the housing field as to matters of policy and operation.
- Prepare reports for internal and external use.
- Act as the Agency's Public Relations Officer clearing all external statements, reviews, and policies before being released to media.
- Act as the Agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions, and general personnel practices conform with all applicable statutes.
- Act as the Agency's Contracting Officer.
- Make recommendations to the Board on the adoption of new policies and changes to existing policies.
- Explore housing bond issues with the City of Fayetteville's Public Facilities Board.
- Prepare and present to the Board for approval and subsequently administer and control the conditions outlined in Annual Contribution Contracts, annual budgets, and other supplemental budgets.
- Receive bids for Board approval, execute contracts for work by others, and monitor work in progress for compliance with contractual provisions.
- Execute board-approved policies and resolutions.

B. Provide for the administration, leadership, and management of the Agency.

- Select, appoint, discipline, promote, transfer, and terminate all Agency employees according to Board policy as amended from time to time.
- Supervise managerial employees and executive secretary, and indirectly monitor the performance of all agency employees.
- Hold responsibility for the final review and approval of all work programs.
- Supervise management and control of agency's payables, receivables, cash, or other assets (including investments) associated with operating contracts, insurance administration, and all internal and external financial operations.
- Authorize expenditures/purchase orders in compliance with Board policies.
- Anticipate Board's, staff's and clients' needs and respond by making executive-level decisions where appropriate to improve operations and services.
- Initiate the writing of proposals and grants.
- Create essential committees and serve as a member where appropriate.
- Build and maintain collaborative relationships and partnerships with community organizations and groups to leverage knowledge and resources.
- Leverage existing and future partnership opportunities, as evidenced by results and/or recommendations provided at the end of the fiscal year executive summary report.
- Maintain compliance with all HUD guidebooks, notices, and handbooks.
- Represent the Agency and liaise with regulatory agencies, local officials, and community-based organizations; interpret and explain the Agency's programs, policies, services, needs, and other matters of mutual interest.
- Attend, on a consistent basis, meetings, workshops, conferences, seminars, and other sessions to gain firsthand knowledge of new or improved housing programs in the public and private sectors.
- Review and provide final approval of utility allowances and provide final approval of invoices related to housing, maintenance, and operations when received by the Deputy Director.
- Collaborate with local and regional partners across the housing spectrum.
- Identify and prioritize all federal programs, HUD and other, available to the FHA.
- Identify and prioritize all local and state housing programs available to the FHA.

C. Direct and coordinate activities of managerial personnel engaged in carrying out Agency objectives.

- Design, implement, and administer all Agency functions and subfunctions to meet (or exceed) agency PHAS goals.
- Review, maintain, and implement all appropriate Agency personnel policies and procedures.
- Establish goals and objectives for department heads and approve those set for managers and supervisors.
- Supervise, monitor, and evaluate performance of department head personnel.
- Compile Agency budget for Board review and approval and review the entire agency budget.
- Review/approve and implement regulations and notices from governmental and regulatory agencies and respond in a timely manner.
- Review/approve workload, schedules, personnel assignments, status of ongoing work, projects, and available personnel for work assignments to plan Agency activities.
- Provide general oversight of the management and maintenance of all housing developments to ensure a high degree of livability at the lowest possible cost.
- Assign/approve specific duties to personnel and special projects, considering individual knowledge and experience.

- Supervise the purchases of equipment, materials, and labor to satisfactorily meet the standards of good and proper maintenance.
- Review/approve reports, papers, and other records prepared by personnel for clarity, completeness, accuracy, and conformance with Agency policies.
- Provide general oversight to the selection of tenants, the execution of leases, the collection of rents, and the enforcement of leases as required by Board policies and procedures.
- Implement new strategies to maintain high employee morale and engagement.
- Ensure compliance and oversight of all federal laws and HUD regulations.
- Deliver results through planning and implementation of strategic initiatives, programs, and policies.
- Increase the number of vouchers in the HCV and VASH programs.
- Develop plans to house the homeless.
- Ensure that Commissioners are informed.
- Develop a plan to modernize public housing facilities.
- Develop and implement the organization's financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Provide the general public with legible monthly financial reports.
- Direct the day-to-day operations of the FHA.
- Support the development of a PHA-wide Resident Advisory Board (RAB) to increase the voice and contributions of all resident stakeholders.
- Build an effective team of leaders by providing guidance and coaching to subordinate managers.
- Analyze operations to evaluate the performance of the FHA to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan, and implement policies, objectives, or activities to ensure continuing operations, maximize returns on investments, and increase productivity.
- Create complete business plans for the attainment of goals and objectives set by the board of directors.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Perform special projects as needed.
- Exhibit exemplary attendance and punctuality.
- Comply with company policies and procedures.
- Perform other duties as assigned.

EDUCATION & RELATED EXPERIENCE

- Bachelor's degree in Business Administration, Public Administration, Management, Urban Studies, City or Regional Planning or closely related field is required.
- Five (5) years in a significant management capacity at a public housing authority or other similar experience is required.
- Experience supervising ten (10) or more staff for at least one year is required.
- Valid driver's license and ability to be covered under Fayetteville Housing Authority's automobile insurance is required.
- Experience in budgeting, personnel management, and public relations is required.
- Substantial background in the implementation of management controls and systems is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of local, state, and federal government procedures and regulations as they relate to housing development, construction, and the management of local housing authority operations.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of the principles, theory, and methods of executive-level management.
- Basic knowledge of the maintenance and upkeep of facilities.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Excellent written and verbal communications skills, proven leadership ability, the skills necessary to provide management consultation, guidance, and advice to officials on a broad range of public housing programs.
- The ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
- The ability to maintain and enforce confidentiality in all assignments.
- The ability to work harmoniously with other agency personnel.
- The ability to relate to and interact with clients in low- and moderate-income housing settings.
- The ability to be flexible and perform work under time pressure.
- The ability to train and give directions to other staff.
- The ability to make effective, strategic decisions and understand and execute on business operations.
- The ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- The ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to communicate with people outside the organization, representing the organization to clients, the public, government, and other external sources.
- The ability to talk to others to convey information effectively via email, phone, and face-to-face communication.
- The ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to read and understand information and ideas presented in writing.
- The ability to multi-task and work well under stressful conditions.
- The ability to choose the right mathematical methods or formulas to solve a problem.
- The ability to work well with the general public, low-income individuals, the elderly, and the disabled.
- The ability to manage one's own time and the time of others.
- The ability to establish and maintain effective working relationships with staff members,

community leaders, and regulatory agency administrators.

- The ability to prepare and issue clear and concise instructions, either verbally or in written form.
- The ability to research and gather essential data relating to housing management and maintenance issues.
- The general ability to understand blueprints, engineering drawings, and technical documents.
- The ability to determine appearance and conditions of all buildings owned or managed by the Fayetteville Housing Authority.

SUPERVISORY RESPONSIBILITIES AND INTERACTIONS WITH OTHERS

The Executive Director will be ultimately responsible for managing and supervising all FHA employees. The position will also ensure that Agency operations run smoothly. The Executive Director will be expected to interact daily with coworkers, clients, vendors, and the public.

PHYSICAL REQUIREMENTS

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Occasionally
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently
Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally
Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Kneeling	Must be able to bend legs at the knee and come to a rest on knee(s) to position self on the floor to inspect units.	Occasionally
Crouching	Must be able to bend body downward and forward by bending legs and spine into low spaces.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly
Hearing	Must be able to receive information through oral communication to obtain information.	Constantly

WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. However, the position requires regular travel to various housing facilities, buildings, and other meeting locations.

During travel or work outside of the office, the Executive Director may be exposed to outdoor weather conditions reaching above 100 degrees or below 32 degrees for more than one hour. Additionally, the position may be exposed to un-air-conditioned facilities that may reach temperatures of 100 degrees for more than one hour. Work hours may vary depending on the operational activities and required duties. The Executive Director must be on-call 24-hours a day, seven days a week including holidays to effectively respond to urgent matters.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, Fayetteville Housing Authority will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.

I have read and understood this job description.

Employee Signature

Date