



Executive Director Lancaster, SC



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

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The Lancaster Leased Housing Corporation, a nonprofit corporation of the State of South Carolina was formed April 14, 1969 for the purpose of providing low rent housing for lease to the Housing Authority of Lancaster, South Carolina that was duly organized on the July 22, 1969. The Housing Authority of Lancaster (HAL) is neither a federal agency nor a department of the City of Lancaster. HAL is not carried under the city budget nor does it receive funding from the City of Lancaster

The Housing Authority of Lancaster receives funding through the Department of Housing and Urban Development (HUD) to administer the Housing Choice Voucher (Section 8) and Public Housing Programs. Their Public Housing currently consist of two sites: Caroline Courts built July 24, 1974 with 36 building and 100 units and Frank L. Roddey Homes built October 29, 1982 with 9 buildings and 40 units. Under the Housing Choice Voucher Program, they administer a maximum of 247 Vouchers based upon funding.

Position Summary

Under the administrative direction of the Board of Commissioners, serves as the Secretary of the Board of Commissioners and Executive Director for the Housing Authority of Lancaster (HAL). Work involves overseeing the operational financial management of the HAL; directing the operations and programs of the Authority and for the development of new programs and activities; administering the Housing Choice Voucher Program, and Property Management in accordance with HUD Regulations and HAL policy; directing the authority staff assignments; Oversees financial statements, and reviews and approves applications for funding; and meeting established program goals of the Board of Commissioners of the Housing Authority of Lancaster.

Essential Duties and Responsibilities

- Interprets, administers, and monitors the policies established by the Board of Commissioners in addition to all federal, state, and local housing regulations.
- Directs all management personnel in the pursuit of the agency's goals and objectives.
- Supervises department employees which involves such duties as instructing, assigning, and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination, and salary increases.
- Hires, assigns, supervises, and evaluates staff members.
- Provides leadership for all employees of the agency.
- Oversees HUD required documentation, reports, and other support communications.
- Oversees the development and presentation of annual operating budgets for the Housing Authority of Lancaster in accordance with operational needs, strategies, and objectives; provides primary oversight and representation for the consideration and approval of final agency operating budgets and financial proposals through HUD and other pertinent governmental agencies.
- Prepares applications with supporting documents for new programs, as directed by the Board of Commissioners.
- Approves all departmental expenditures.
- Communicates with program participants, such as landlords and residents, as required.
- Establishes and maintains effective liaisons and working relationships with lenders, investors, contractors, architects, and other suppliers of services to the Housing Authority of Lancaster.
- Receives and/or reviews a variety of reports and records including invoices, applicant/resident files, financial records, budgets, Board minutes, purchase orders, etc.
- Prepares and/or processes a variety of reports and records including Board reports, personnel action forms/records, grant applications, performance appraisals, status reports, financial reports, press releases, and various other reports, records, memos, correspondence, etc.
- Serves as advisor and secretary to the Board in matters relating to property acquisitions, effective program policy and planning, program development, and general business management; develops and recommends long-range business plans, strategic objectives, and major agency policy positions.
- Interacts and communicates with various groups and individuals such as the Board of Commissioners, subordinates, city management personnel and officials, residents, HUD officials, architects, community/civic organizations, various other outside professionals and agencies, and the general public.
- Performs other duties as assigned.

Job Competencies

The Executive Director is expected to have and demonstrate the following, including:

- Knowledge of governmental accounting, management and fiscal practices and procedures reflected in the needs and requirements of the Housing Authority.
- Knowledge of generally accepted accounting practices and procedures and specific requirements and policies of The United States Department of Housing and Urban Development.
- Knowledge of administrative principles involved in developing, directing, and supervising various programs and related activities.

- Ability to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results.
- Ability to offer training and assistance to subordinates, co-workers, and employees of other departments as required. Is able to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future agency needs and resolving problems.
- Ability to plan and develop daily, short- and long-term goals related to agency / City purposes.
- Skill in developing budgets and systems designed to control and monitor expenditures.
- Ability to develop and administer both short and long-term plans for the Authority.
- Knowledge of the functions and interrelationships of the Housing Authority and other governmental agencies.
- Ability to use judgment and discretion in managing the operations and functions of the Authority.
- Ability to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers.
- Knowledge of how to personally demonstrate appropriate customer service skills.
- Ability to use independent judgment to perform tasks in routine and frequently non-routine situations.
- Ability to learn and apply new skills needed in order to promote efficient completion of duties.
- Ability to compile, prepare, review, and submit an assortment of reports, records, legal documents, and related information.

Education/Experience

- Bachelor or master's degree in business administration, public policy, real estate, accounting, finance, urban studies, social services, or related field.
- At least ten years of progressively responsible administrative and supervisory experience in business management, real estate development, housing management, social services, public agency management, or related field, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.



The City of Lancaster is located in Lancaster County, South Carolina, and is the County seat of the fourth fastest growing county in South Carolina and the 37th fastest of the country. The City itself has a population of 9,119 people (based on the 2019 US Census population estimate) and is 5.9 square miles large.

Known as the Red Rose City, it was settled in the 1700s by pioneers from Lancaster County, Pennsylvania. In turn, the Pennsylvanians traced their city's founders to English areas under the House of Lancaster, which had a red rose as its emblem

The Houses of Lancaster and York (represented by a white rose) battled each other for the English Crown in the late 1400s in a conflict most history students will recall as the "War of the Roses."

The city still goes by its nickname and uses the red rose as a city symbol.

Education

Lancaster is home to the Lancaster County School District, SC which has around 12 elementary schools, 5 middle schools, and 4 high schools. In 2008 South Carolina Governor Mark Sanford named Andrew Jackson Middle School, located in nearby Kershaw, as the recipient of the state's Best Special Education School Award.

The City is home to the University of South Carolina Lancaster, the oldest of the University of South Carolina four regional Palmetto Colleges. In the Fall of 2020 USCL enrollment was 1,810. The University of South Carolina Lancaster also has the Native American Studies Center located in downtown. This comprehensive center for the study of South Carolina's Native American people, their histories, and their culture offers visitors the opportunity to view the single largest collection of Catawba Indian pottery in existence.

Area Attractions

Natural/Historic Areas

Located nine miles north of Lancaster, the 360-acre Andrew Jackson State Park features a museum and one-room schoolhouse reminiscent of the Jackson era. Recreational opportunities include a 25-site family campground, a seven-acre fishing lake with rental boats, picnic shelters, nature trails and a playground. Both a Meeting House (complete with kitchenette) and a 7,500 square-foot outdoor amphitheatre can be rented for special events. The focal point of the grounds is an equestrian statue of young Andrew Jackson by famed sculptress Anna Hyatt Huntington.

Forty-Acre Rock is a geological phenomenon featuring a 14-acre flat granite rock and at least twenty unusual and endangered plant species. A National Natural Landmark, the Forty Acre Rock Heritage Preserve and Wildlife Management Area encompasses 2,267 acres of the most

diverse protected area in the Piedmont region that also includes waterslides, waterfalls, beaver pond, caves, hardwood and pine forests, and a variety of wildflowers and wildlife. Located 15 miles southeast of Lancaster on Conservancy Road.

Hanging Rock Battleground, a Revolutionary War battle site, features a walking trail along which can be seen the Hanging Rock's unusual shape and appearance, wall flowers, an old mill site and a bridge spanning the Catawba Indian Path. Approximately five miles south of the town of Heath Springs, off Flat Rock Road.

Landsford Canal State Park spans Lancaster and Chester Counties on both sides of the Catawba River. The last of a dozen 19th century South Carolina river canals, Landsford Canal has all of its major features intact. The park has a trail along the canal and a Lockkeeper's house which contains interpretive exhibits on the canal system in South Carolina. The park is home to one of the largest populations of the rare rocky shoal's spider lilies that are beautifully in full-bloom from mid-May to mid-June.

Special Arts Interests

The Lancaster County Council of the Arts (LCCA), housed in the historic Springs' House (birthplace of Col. Elliott White Springs) in downtown Lancaster, offers gallery exhibits, classes and workshops, arts/science camps. Under its umbrella, the community enjoys four yearly performances from the Community Playhouse; quilt guilds and displays; arts crawls in downtown; music concerts; artists' openings and much more.

USC Lancaster's Performing Arts Series brings headliners to Lancaster County---groups such as the Atlanta Rhythm; Fifth Dimension; Cab Calloway Orchestra; The Tams; Ricky Skaggs fill the Bundy Auditorium with music and interact with the audience during their performance.

Partnering with the LCCA, Bob Doster's Backstreet Studio is home to internationally recognized stainless-steel sculptor Bob Doster. His monumental sculptures and functional artwork can be seen in galleries, museums, private collections and in public displays from the corporate collections of Saks Fifth Avenue and Founders Federal Credit Union to the State Art Collection of the SC Arts Commission.