**OCTOBER 27, 2020**

**REDEVELOPMENT AUTHORITY OF THE CITY OF NEW KENSINGTON**

**EXECUTIVE DIRECTOR JOB DESCRIPTION**

**The Executive Director is the Chief Administrative officer of the Redevelopment Authority employed by the Authority Board and is responsible for administering programs in**

**accordance with the policies and guidelines established by the Board, regulations of the U.S Dept. of Housing and Urban Development, regulations and guidelines of the Pa. Dept. of Community and Economic Development, and all other applicable Federal, State, County and Local laws and regulations.**

**The Executive Director is responsible for all fiscal operations of the Authority, including the preparation of operating budgets, redevelopment project budgets, maintenance of complete records of Authority activities including minutes of all regular and special meetings, ensure the timely preparation of all reports required of the Authority, ensure their proper distribution and to keep the Board informed of the progress of all projects as necessary at regular and special meetings of the Board.**

**The Executive Director is responsible for ensuring maintenance of the Authority computer system hardware, software, and integrity of data, as well as operating the GIS mapping program.**

**The Executive Director in concurrence with the approval of the Board, shall be responsible for the proper administration of all existing projects and programs of the Authority, and additionally shall seek and develop new projects for the Authority. The Executive Director will investigate and research sources of grants available and prepare grant applications to acquire funds for all of the projects of the Authority and their administration.**

**The Executive Director is responsible for disseminating information concerning the Authority's affairs to the public, for maintaining general public relations program and to represent the Authority with the appropriate public and private organizations. Additionally, the Executive Director shall attend seminars and represent the Authority at conferences and appropriate public meetings. As Chief Administrative officer of the Authority, the Executive Director shall maintain and supervise the necessary qualified staff to perform the day to day administration of the Authority and the Authority's projects and programs, obtain the services of professional third party contractors as deemed necessary and adequate to provide efficient operations of Authority business.**

**The Executive Director is responsible for assigning, scheduling supervising and monitoring the work Authority staff, working with appraisers in establishing values of property to be acquired, title searches, preparation of documentation related to acquisition and negotiation with property owners and attending property settlements, for managing Authority owned property, and for rehabilitation and land disposition programs.**

**The Executive Director shall review and approve for payment all day to day operations cost of the Authority and all other payments to be made by the Authority. The Executive Director will perform other duties as may be deemed necessary from time to time including but not limited to the duties contained herein.**