



SAN ANTONIO HOUSING AUTHORITY, TX
INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF HUMAN RESOURCES

THE COMMUNITY

Approximately 1.5 million people live in the City of San Antonio, the second-largest city in the state of Texas, and the seventh-largest in the United States. Since 1970, population growth and land annexation have doubled the size of San Antonio, which currently spans more than 460 square miles. The city is the county seat for Bexar County and is located in the northern part of South Texas, also known as "the heart of Texas." As a frontier settlement, San Antonio was reputed to be a beautiful and exciting place with intermingled cultures.

Following the introduction of the railway to San Antonio in the 1800s, the city was transformed from frontier settlement to modern, mainstream metropolis.

Key industries supporting San Antonio's economy include financial services, government, healthcare, and tourism. Each year, more than 20 million tourists visit local attractions and generate millions of dollars in new revenues, creating an overall \$13.6 billion impact in the local economy. The city is also home to several military bases, at which almost 90,000 people are employed, providing an additional effect on the local economy of more than \$5.25 billion. San Antonio is home to several Fortune 500 companies and is the headquarters location for a host of large companies, including Valero Energy, Andeavor, USAA, iHeartMedia, NuStar Energy, CST Brands, and H-E-B. Other notable companies that maintain sizable presence in the city include Hulu, OCI, Kaco New Energy, Silver Spring Networks, Toyota, Argo Group, EOG Resources, Microsoft, Cogeco Peer1, and Boeing.

Rich in historical ambiance and culture, the city offers residents an abundant selection of pastimes including the River Walk, the Alamo and other historic missions, Sea World, Six Flags Fiesta Texas, the San Antonio Zoo, theatres, museums, landmark hotels, fine dining, festivals, and shopping. For the sports enthusiast, the city is home to the San Antonio Spurs (NBA), San Antonio Rampage (AHL), San Antonio FC (MLS), and the Triple-A Minor League affiliate of the Milwaukee Brewers—the San Antonio Missions.

Characterized by many culturally distinct neighborhoods, the City of San Antonio offers residents a wide variety of affordable housing options. The city is home to more than 30 private and charter schools and 31 higher-education facilities that include The University of Texas Health Science Center at San Antonio, The University of Texas at San Antonio, Texas A&M University – San Antonio, Trinity University, St. Mary's University, Our Lady of the Lake, and the University of the Incarnate Word. Transportation options include the San Antonio International Airport, bus and streetcar mass transit, Amtrak national passenger rail service, and an extensive network of major highways.



THE AGENCY

The San Antonio Housing Authority (SAHA) has provided housing opportunities to San Antonio residents for over 80 years and is among the largest housing authorities in the nation. SAHA was created in 1937 by resolution of the City of San Antonio pursuant to the Texas Housing Authorities Law (Chapter 392 of the Texas Local Government Code) and federal law. Governed by a seven-member Board of Commissioners who are appointed by the Mayor of the City of San Antonio to staggered two-year terms, the agency is a quasi-governmental entity

that is ruled by municipal law governing conflicts of interest, open public meetings, public information, and rules of conduct for public officials, among many others. The agency is committed to serving individuals and families that earn less than 30% of the area median income by providing and preserving public housing units, creating a safer and healthier environment, and improving the quality of life for residents. SAHA's mission is "to create dynamic communities where people thrive."

As a nationally recognized leader in the development of innovative and accessible low-income housing, SAHA currently touches the lives of over 57,000 people in San Antonio. The agency owns and manages approximately 6,000 public housing units at 70 properties and 9,000 mixed-income units at 54 properties through non-profit entities and partnerships. The agency administers about 14,000 federal Housing Choice (Section 8) rental assistance vouchers. SAHA has over 600 FTEs, an annual operating budget of \$209 million, and a current value of more than \$500 million in assets.

SAHA has taken an entrepreneurial approach to provide housing and improve neighborhoods throughout the City of San Antonio. The agency has utilized public/private partnerships and creative financing to fund both housing assistance and the implementation of a comprehensive neighborhood revitalization approach designed to produce jobs, increase the rate of homeownership, and alleviate poverty. In the last five years, 1,296 new housing units in mixed-income communities were built.

SAHA is one of several housing authorities to be selected by HUD to participate in Moving to Work (MTW)—a national project that seeks ways to increase the cost-effectiveness of federal housing assistance, provide families with children an incentive to become economically self-sufficient, and increase housing choices for families. In its ongoing effort to improve service, SAHA has raised standards, enhanced compliance and accountability, streamlined processes, and actively promoted community outreach.

SAHA is currently experiencing tremendous support to advance affordable housing initiatives in the community,

including promoting projects through public-private partnerships with affordable housing developers that have a mix of market-rate and subsidized units.

The Mayor's Housing Policy Task Force produced a policy framework, which was subsequently approved by the San Antonio City Council and supports increased spending and improved procedures relative to the affordable housing market. In recent years, SAHA's Board approved \$486 million in affordable housing projects through future transactions, tax credits, and bond applications. This funding will help support 14 projects in Bexar County and equates to more than 3,700 housing units, which are expected to open within the next five years.

The Board appoints the President/CEO who is responsible for the day-to-day operations, including supervising all SAHA staff including several officers which report directly to the President/CEO: Chief Administrative Officer; Chief Real Estate and Asset Management Officer; Chief Operating Officer; Chief Financial Officer; Planning Officer; and Public Affairs Officer.

THE POSITION

The Director of Human Resources reports to the Chief Administrative Officer (CAO) and is responsible for directing all of the human resources functions for SAHA. The Director manages up to 12 staff within the Department and oversees recruitment, selection and hiring, benefits, pension, policies and procedures, retention, compensation, employee relations and recognition, performance management and organizational development. The Director is also responsible for the strategic planning to provide SAHA with the best staff talent available and to ensure SAHA strategic human resources objectives and goals are identified, planned for, and met.

Essential duties of the Director of Human Resources include:

- Plan, develop, organize, implement, direct, and evaluate the organization's human resources function and performance. Oversee all staff functions and operations of the Human Resources Department.
- Ensure the consistent application of human resources policies, programs, and services, including recruitment and hiring, compensation, benefits, legal compliance, employee relations, employee communications, employee events, and ensures conformity with SAHA strategic outcomes.
- Consistently applies and interprets organizational human resources management principles, practices, theories, laws, procedures, and terminology.
- Incorporates SAHA's strategic outcomes into department strategic and operational plans and establishes and implements controls and evaluation processes to ensure compliance with organizational requirements, goals, budget, performance standards, and regulatory/legal requirements.
- Develops staffing strategies and implementation plans and programs to identify talent within and outside the Authority for positions of responsibility. Identifies appropriate and effective external sources for candidates for all levels within the agency. Ensures staffing levels are adequately maintained and vacancies limited.
- Directs the development of hiring process

improvements, including the administration and evaluation of new applicant testing and interviews.

- Advises and collaborates with the senior leadership team and other managers in the various aspects of human resources policies—such as wages, benefits, discipline, performance management, and work practices.
- Establishes and maintains effective labor and management relations. Ensures consistency and effectively resolves causes for grievances. Provides positive direction to management in addressing employee relations matters.
- Develops and manages the annual budget for the department. Maintains oversight and responsibilities for various contracts to include temporary staffing agencies and benefits vendors. Works with the Procurement Department on the development of the required Requests for Proposals.
- Collaborates with external and internal legal teams, lawyers, and auditors for the efficient review and administration of the pension plan, personnel matters, and contracts.
- Monitors and evaluates the efficiency and effectiveness of the service delivery methods and procedures. Assesses and monitors workload, administrative, and support systems, as well as internal reporting relationships. Identifies opportunities for improvement and directs the implementation of changes.
- Leads efforts to digitize manual processes and/or outsource functions in a cost-effective and labor efficient manner.
- Oversees the agency's strategic training and organizational development activities to meet personal, professional, and organizational needs of SAHA employees.
 - Develops appropriate compensation and benefits programs to provide motivation, incentives, and rewards for effective performance and to provide programs which utilize employees and SAHA's partnerships for the short- and long-range health and welfare protection of employees.
 - Leads the development, planning, and execution of employee events.
 - Enhances, implements and enforces



human resources policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization.

- Provides technical advice and knowledge to others within the Human Resources Department.
- Other duties as assigned.

IDEAL CANDIDATE

The Director of Human Resources will facilitate the improvement of business processes and services, identify long-range objectives, and implement strategies and actions to execute and achieve results. The Director will be charged with examining and re-engineering operations and procedures where needed, as well as reviewing existing policies to make recommendations for change. A working knowledge of best practices, benchmarking, and performance measures is needed.

The Director of Human Resources should be proficient in compensation methodologies, benefit plan design, reward systems' influence on employees, organizational development, and performance effectiveness. Additionally, the Director must have a solid understanding of principles and concepts of the labor market, pay for performance-based compensation systems, and principles and concepts of leadership as they apply to employee motivation. A strong background in recruitment and employee relations management is needed.

The successful candidate will be a professional, innovative team leader with a collaborative management style whose values align with the agency. The selected candidate will support staff and encourage ideas, development, and training throughout the organization while promoting accountability and setting high-performance standards.

The ability to positively impact the overall culture of the organization is essential. The Director will be approachable, personable, and able to build trusting relationships with a variety of stakeholders. The Director must have exceptional communication skills and the ability to succeed in a diverse, fast-paced environment.

Requirements include a Bachelor's degree from an accredited college or university with major coursework in Human Resources, Public Administration, Business Administration, or a related field; Master's degree preferred. Must also have at least six (6) years of increasingly responsible professional or executive-level experience in comparably-sized public or private organization with a complex work environment, preferably leading a Human Resources function. Certification as a Senior Professional in Human Resources (SPHR) is preferred. Ability to read, write, and speak Spanish also preferred.



Successful completion of a criminal background check, education and work history verification, and drug screening test is required.

COMPENSATION

The salary range is \$99,000.00 - \$164,311.80; starting salary will be dependent upon qualifications. SAHA offers an attractive benefits package.

The State of Texas does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit www.srnsearch.com for more information and to apply online. Position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with SAHA. Candidates will be advised of the status of the recruitment following the selection of the Director of Human Resources. Questions regarding this recruitment may be directed to:

S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

Pursuant to Texas Open Records law, applications and resumes are subject to public disclosure. SAHA is an Equal Opportunity/ADA Employer.

