



## ARTICLE II - OFFICERS

Section 1. Officers: The officers of the Agency shall be a Chairperson, a Vice Chairperson, and a Secretary (Executive Director).

Section 2. Chairperson: The Chairperson of the Housing And Community Services Agency (HACSA) of Lane County, Oregon shall be elected annually by majority vote of the HACSA Board at its first meeting in January. He/she shall preside at all meetings of the Agency. The Chairperson has the authority to sign all contracts, deeds and other instruments made by the Agency, except as otherwise authorized by resolution of the Agency. At each meeting, the Chairperson shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chairperson: The Vice Chairperson of the Lane County Board of Commissioners is selected to service as the Vice Chairperson of the Housing and Community Services Agency of Lane County, Oregon, and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.

Section 4. Secretary (Executive Director): The Secretary shall be the Executive Director, who shall serve as the Chief Executive Officer and head of the administrative branch of the Agency, and shall be responsible to the Agency for the proper administration of all affairs of the Agency in accordance with federal, state, and local laws.

- A. The Executive Director shall coordinate the activities of the Agency with the County Administrator of Lane County. The Executive Director shall ensure the uniform enforcement between the Agency and Lane County of ordinances, orders, rules, regulation procedures and policy adopted by the Board, as appropriate. The Executive Director shall prepare a report on the status of Agency operations annually for presentation to the Board of Commissioners.
- B. He/she shall cause to have prepared plans, reports, and other necessary matters concerning any given housing project; and shall report from time to time to the Agency on the status of the housing program.
- C. He/she shall have general supervision and control over all personnel directly employed by the Agency on a full-time or part-time basis, and shall carry out all duties required of the position by the adopted personnel rules and regulations of the Agency.
- D. He/she shall have authority to sign all contracts at which the Housing And Community Services Agency is to be a party, shall attest the authorized signature

on authority bonds and shall see that all contracts are carried out in the best interest of the authority under appropriate law.

- E. The Executive Director shall be selected by the Agency Board of Commissioners by majority vote, using a selection procedure of their choice.

Section 5.     Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Executive Director, by By-Laws or rules or regulations of the Agency.

Section 6.     Additional Personnel: The Agency may from time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto. The creation and compensation of positions shall be determined by the Agency as prescribed in the currently adopted Personnel Rules and Regulations.