



**POSITION ANNOUNCEMENT
CITY OF БЕЛОIT, WISCONSIN**

POSITION: HOUSING PROGRAMS MANAGER | БЕЛОIT HOUSING AUTHORITY
POSTING DATE: AUGUST 10, 2018
DEADLINE: SEPTEMBER 4, 2018

The City of Beloit has an exciting professional opportunity in the Beloit Housing Authority. Beloit seeks experienced and skilled candidates to serve as the Housing Programs Manager. The position provides an exciting opportunity to work in conjunction with the Director of the Beloit Housing Authority to achieve the Authority's mission to provide quality affordable housing for eligible neighbors in the Beloit community and promote opportunities to enhance life skills and personal achievement.

The position is responsible for meaningful and dynamic responsibilities within the Authority including managing residential properties, identifying housing affordability issues and recommending strategies for addressing such issues, and managing housing-related programs including the Public Housing Program, Housing Choice Voucher Program, Family Self-Sufficiency Program and Homeownership Voucher Program.

The successful candidate will monitor and assure compliance with the rules, regulations, policies and procedures established by Community Development Authority (CDA) Board, HUD, federal, state and local government. This position oversees the Beloit Housing Authority daily operations including performance management, records management, budget and statutory compliance and the supervision of Beloit Housing Authority staff.

Qualified candidates will be expected to have creative, problem-solving approach and well-developed interpersonal communication skills, an ability to foster a respect for the diversity of Beloit residents and will advocate equity in housing matters, and an ability to establish and maintain an effective working relationship with staff, elected and appointed officials, government agencies, service and community organizations, private business and the general public.

MINIMUM REQUIREMENTS

1. Bachelor's Degree from an accredited College/University with major course work in business or public administration, or related field.
2. Three years of progressively responsible supervisory experience providing oversight and management of HUD-assisted housing programs.
3. Five years of experience working in HUD-assisted housing programs is preferred.
4. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may also be considered.

STARTING SALARY RANGE \$49,082 - \$61,342 per year, depending upon qualifications and experience the successful candidate brings to the position. Excellent fringe benefit package is available.

APPLICATION DEADLINE **SEPTEMBER 4, 2018**
Applications accepted online only at www.beloitwi.gov with resume and cover letter

**City of Beloit
Human Resources Department
100 State Street
Beloit, WI 53511
(608) 364-6612 or (608) 364-5819
beloitwi.gov**

Equal opportunity employer