



CITY OF KENOSHA
invites applications for the position of:
Executive Director
Kenosha Housing
Authority

An Equal Opportunity Employer

SALARY: \$65,400.00 - \$80,112.00 Annually

OPENING DATE: 10/29/19

CLOSING DATE: 11/17/19 04:30 PM

GENERAL OVERVIEW OF POSITION:

Kenosha Housing Authority- Highlights

The Kenosha Housing Authority is a public corporation created by the City of Kenosha to operate housing programs targeted for low-income households, the elderly and persons with disabilities.

The Kenosha Housing Authority administers the Federal Section 8 Housing Choice Voucher Program for the City of Kenosha, as well as other housing assistance programs, serving well over 1,100 families. We also promote homeownership and neighborhood revitalization through home construction and homebuyer assistance. The Housing Authority is a HUD Certified Counseling Agency.

The mission of the Housing Authority of the City of Kenosha is to assist very low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with clients and appropriate community agencies in order to accomplish this mission.

Position Profile

Under administrative direction of the City Administrator, manages the Housing Authority for the City of Kenosha (KHA). Work involves supervising subordinate personnel in the administration of the HUD Section 8 Housing Choice Voucher (Mainstream, VASH, Family Unification Program, Family Self Sufficiency, Welfare to Work), TBRA and HCRI down payment assistance and other state funded housing programs. The incumbent coordinates housing grant programs for first time home buyers and homeless assistance. Responsibilities include planning, budgeting, staffing, record keeping, training, special projects, report preparation and monitoring funding sources. Work is reviewed through conferences and written reports for results obtained. Performs other work as requested or assigned.

Community Profile

The City of Kenosha, Wisconsin is conveniently located between Chicago (55 miles to the south) and Milwaukee (36 miles to the north) on the southwest shores of beautiful Lake Michigan. Because of its proximity between two major metropolitan areas, Kenosha has become a ideal destination for many people seeking relatively lower housing costs in a safe, friendly and prosperous environment. With easy access to the Interstate 94 corridor, international airports at Chicago and Milwaukee, and the Metra rail line from Kenosha to Chicago, residents are able to choose from an extensive list of amenities, educational resources and career opportunities available within the commuting area. The population of Kenosha is in excess of 100,000, making it the fourth largest city in the state. The Wisconsin Department of Administration estimates that the number of residents within our community will continue to grow steadily because of the influence of the nearby metropolitan areas.

Kenosha community websites: kenosha.org, kaba.org, kenoshacvb.com, kenoshaareachamber.com

The Government

The City of Kenosha is governed by a full-time Mayor with a 4-year term and a part-time Council comprised of 17 Alderpersons elected by district every two years. A full-time City Administrator functions as the City's Chief Operating Officer. City Department Heads report directly to administration. The working atmosphere is collaborative and inclusive.

City Employment

The City employs over 750 full-time with an additional 250 seasonal employees who work primarily during the summer construction and recreation season. The majority of these seasonal employees contribute to various Public Works divisions.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances and subordinate employees.
- Plans and prepares monthly board meeting agendas and recommends agenda items.
- Plans and conducts sub-committee meetings.
- Conducts supervisory inspections.
- Schedules and prepares hearings/reviews for program participants/owners.
- Prepares reports for programs; prepares KHA program budgets.
- Implements strategic planning and action plans.
- Reviews administrative policies and procedures, recommends appropriate revision.
- Supervises the administration of the Section 8 Housing Choice Voucher, HOME TBRA and HCRI Programs.
- Reviews and approves processed rent, vendor checks, accounts payable checks and contracts.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the

essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.

REQUIREMENTS:**Education, Training and Experience Requirements:**

- Bachelors Degree from an accredited college or university with major course work in public administration, business administration or a closely related field;
- Supplemented by ten (10) years increasingly responsible administrative experience in the development, planning, funding, implementation, grant development and operation of Section 8 Housing Choice Voucher rent assistance programs including five (5) years in a management position;
- Or an equivalent combination of training and experience.

Knowledge, Skill and Ability Requirements:

- Knowledge of operational characteristics, services and activities of a comprehensive public housing program.
- Knowledge of organization and management practices as applied to the analysis and evaluation of public housing programs, policies and operational needs.
- Knowledge of the principles of supervision, training and performance evaluation.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of community organizations and resources.
- Knowledge of advanced principles and practices of public housing budget preparation and administration.
- Knowledge of the principles and practices of contract administration.
- Knowledge of principles and practices of organization, administration and personnel management.
- Skill in the use of modern office equipment, computers and applications.
- Ability to provide administrative and professional leadership and direction for the assigned areas of responsibility.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of goals.
- Ability to research, analyze and evaluate new service delivery methods, procedures and techniques.
- Ability to develop, implement and administer goals, objectives and procedures for providing effective and efficient public housing services.
- Ability to allocate limited resources in a cost effective manner.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.
- Ability to prepare clear and comprehensive written reports on technical and administrative matters.

- Ability to prepare and deliver effective presentations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to prepare and deliver effective presentations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work including government officials, community groups, landlords/property managers, the general public and media representatives.
- Ability to handle reasonably necessary stress.

Physical Requirements:

- Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5 - 10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.
- Task may involve extended periods of time at a keyboard.

Environmental Requirements:

- Task may require infrequent exposure to adverse environmental conditions.

Sensory Requirements:

- Task requires odor perception and discrimination. Task requires visual perception and discrimination.
- Task requires oral communications ability.

Other Requirements:

- Possession of a valid driver's license and a good driving record;
- Required to possess a personal vehicle for use on the job.

METHOD OF SELECTION:

Selection of qualified applicants will be based upon a rating of their training, experience and work record. The selection process may include written and/or oral examinations. Appointment will be made in accordance with City policy and the Civil Service Ordinance and Rules and Regulations. The City reserves the right to evaluate only those applicants who best meet the needs of the City.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kenosha.org>

Job #20190000
EXECUTIVE DIRECTOR KENOSHA HOUSING AUTHORITY
NM

APPLICATION DEADLINE:

Applications must be received no later than 4:30 PM Central Standard Time (CST) the date of the job closing.

OUR OFFICE IS LOCATED AT:

625 - 52nd Street
Room 205
Kenosha, WI 53140

Phone: (262) 653-4130

Fax: (262) 653-4127

OUR OFFICE HOURS:

8:00 AM - 4:30 PM, Monday - Friday

An Affirmative Action/Equal Employment Opportunity Employer M/F/D

Executive Director Kenosha Housing Authority Supplemental Questionnaire

- * 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application/resume. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal.
- Yes and I understand and agree
 No I disagree
- * 2. Please indicate the highest level of education that you have achieved.
- Some high school
 High school diploma GED or equivalent
 Associate's degree
 Bachelor's degree
 Master's degree or higher
- * 3. Have you worked for a Housing Authority?
- Yes
 No
- * 4. How many years have you worked for a Housing Authority?
- I do not have this experience
 Less than 1 year
 1 year or more, but less than 5 years
 5 years or more, but less than 10 years
 10 years or more
- * 5. If you possess a bachelor, master or doctorate degree, please specify your field of study? Check all that apply. Be sure to list your minor/major in the education section of your application.
- Business Administration/Business Management
 Structural Engineering
 Degree in closely related field not listed
 Degree in an unrelated field
 I do not hold a degree
- * 6. Do you possess a valid driver's license at the time of application?
- Yes
 No
- * 7. Which of the following best describes your managerial or supervisory experience? This experience must be listed in the work experience section of your application.

- I do not have this experience
- Less than 5 years
- 5 years or more, but less than 8 years
- 8 years or more, but less than 11 years
- 11 years or more

- * 8. Which of the following best describes your increasingly responsible administrative experience in the development, planning, funding, implementation, grant development and operation of Section 8 Housing Choice Voucher rent assistance program? (This experience must be listed in the work experience section of your application.)

- I do not have this experience
- Less than 5 years
- 5 years or more, but less than 8 years
- 8 years or more, but less than 11 years
- 11 years or more

- * 9. Do you have any grant development experience?

- Yes
- No

- * 10. A person is not qualified for initial employment ONLY if the person would be immediately supervised by a relative. For purposes of this rule, "Relative" includes any member of your immediate household or any person whose relationship by blood or marriage is as close as or closer than first cousin, grandparent or grandchild, including step relationships. Based upon this definition of "relative", do you have any relatives employed or serving in the capacity as an elected official with the City?

- Yes
- No

- * Required Question