

# Job Description

## Manitowoc Housing Authority

### POSITION IDENTIFICATION

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**Position Title:** Executive Director  
**Status:** Full Time  
**Normal Workweek:** Mon-Fri

### SUPERVISORY RELATIONSHIPS

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**Reports to:** Manitowoc Community Development Authority  
**Directly Supervises:** Administrative Assistant, Maintenance Person

### POSITION PURPOSE

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The mission of the Manitowoc Housing Authority is to provide safe and sanitary housing to elderly, disabled and low income people as the manager of Manitou Manor Apartments. Under the administrative supervision of the City Community Development Director and direction of the Community Development Authority, the Executive Director is responsible for the day to day management of the Manitou Manor Apartment complex (100 units). In addition, the Executive Director is responsible for serving as the lead contact with HUD to ensure compliance with their rules and regulations. This is not a City of Manitowoc job position. Work is performed independently within the established policies, procedures, and guidelines of the Manitowoc Housing Authority.

### ESSENTIAL DUTIES

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- Serve as the Manitowoc Housing Authority's principal contact with the United States Department of Housing and Urban Development (HUD) in the full scope of relations under the terms of appropriate policies and regulations, and implement new policies, programs, and procedures as adopted by HUD.
- Conduct financial affairs of the Housing Authority, invest monies of Housing Authority, maintain proper records of all financial and business transactions, including assets, liabilities, receipts, and disbursements. Make timely payment of expenditures, payroll and withholding tax deposits, including quarterly and year-end reports.
- Conduct interviews with prospective tenants, complete applications and required paperwork, send out previous landlord inquiries and background checks. Inform tenants of contents of Dwelling Lease and execute Lease and any other paperwork required for tenancy.
- Maintain appropriate tenant correspondence and actions regarding any lease violations.
- Supervise maintenance person and administrative assistant in their duties.
- Prepare an annual budget and work with accountant to stay within parameters.
- Develop a Five Year Agency Plan for maintaining the building and grounds in an appropriate manner for occupancy by using monies provided through HUD funding.
- Assist HUD personnel during routine Physical Inspections and make required rectifications as necessary.
- Apply for various federal funds through grant writing.
- Submit all required HUD reports in the Real Estate Assessment Center (REAC). Drawdown appropriate funding on a monthly basis.

- Write bid proposals for independent audit, insurance, and any major work requiring same. Maintain adequate coverage of all appropriate insurance.
- Hold general tenant meetings when items of interest require them.
- Responsible for securing competent trades people for any major breakdowns.
- Plan and execute Capital Fund projects by following all necessary HUD requirements.

## **OTHER DUTIES**

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- Prepare agenda for monthly Community Development Authority Board meetings and report to the Board all pertinent information in regards to the management of the Manitowoc Housing Authority.
- Take minutes of Board meetings; maintain all official records of the Housing Authority.
- Develop a working relationship with other government agencies, housing authorities, and local groups to enhance the quality of life for tenants.
- Other miscellaneous duties as assigned.

## **MINIMUM POSITION QUALIFICATIONS**

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**Education:** A four-year college degree is preferred, though successful public housing management experience with housing certifications will be considered.

**Experience:** Minimum of three (3) years of work experience within a public housing authority. In evaluating candidates for this position; the Housing Authority may consider a combination of education, training and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

**Certifications/Licenses:** None required.

**Other Requirements:** Must possess a valid Wisconsin driver's license. The Housing Authority maintains a drug-free workplace, and the individual selected must be of high moral character and integrity. No smoking is permitted in or on Manitou Manor property.

## **KNOWLEDGE, SKILLS, & ABILITIES**

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- Strong computer, accounting, management, and community-relations skills are a plus.
- The individual selected must be detail-oriented, a self-starter with excellent oral and written communication skills.
- Must possess leadership ability and be able to promote the public housing program to others.
- The individual must be team oriented, experienced, and innovative individual with design and graphic skills; technical and analytical skills; and strong customer service focus.

## **BACKGROUND CHECK**

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Condition of employment

## **PHYSICAL DEMANDS**

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** While performing the duties of this job; the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; and coordinate hands, eyes, feet, and limbs in performing movements such as data entry and operation of computer keyboard, telephone and calculator. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Physical Effort:** The employee often may be required to climb or balance, stoop, kneel or crouch. The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee is occasionally required to lift and/or move up to 25 to 50 pounds.
- Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

## COMPENSATION

This is a permanent, salaried wage position, Monday through Friday, subject to extra hours as work load demands. Salary will depend on prior public housing experience, including a 6-month probationary period.

Benefits include health insurance; retirement and term life insurance; sick leave and paid vacation after six (6) months. Voluntary tax-deferred plans available.

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**Please send your resume to: Kristin Odell, phone: 920-860-0644, e-mail: kristin@growwithklo.com**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The Manitowoc Housing Authority retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The Manitowoc Housing Authority is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.