



Osceola Housing Authority

602 Third Avenue - Office 131, Osceola, Wisconsin 54020

Phone: 715-294-3629 Fax: 715-294-3631 Email: oha@3avenue.net

This Institution is an Equal Opportunity Provider and Employer

Executive Director Employment Opportunity

The Housing Authority of the Village of Osceola, WI is currently recruiting for an Executive Director to plan, organize and direct all operations and activities of the Housing Authority. The Osceola Housing Authority administers a 30-unit Public Housing building.

The Executive Director serves as administrator of operations and facilities and secretary to the Board of Commissioners and directs all activities of the Housing Authority, reporting to the Board monthly or more often as directed. The position prefers property management and or business experience. Basic knowledge of Fair Housing, Accounting, Excel, Microsoft Office, and QuickBooks helpful. Travel to trainings is required.

Successful applicant must have the ability to work with diverse populations with courtesy and responsiveness. Excellent verbal, written and computer skills are essential. Candidates will be responsible for the administration of HUD programs and policies, property rental, finance, general knowledge of maintenance and building components, accounts payable, and limited payroll tasks. The Executive Director also directs capital improvement projects.

This position requires the Executive Director to live near the Village of Osceola, preferably within a 25-mile radius. Salary range for the position is dependent upon education and experience, based on a 25 to 30-hour work week.

Submit cover letter, resume and references from former employers and salary expectation to: Osceola Housing Authority at oha@3avenue.net or Osceola Housing Authority, Third Avenue W, Office 131, Osceola, WI 54020. 715-294-3629 phone 715-294-3631 fax.

Background/References/Drug Screen:

Osceola Housing Authority will coordinate the background check and obtain references prior to an offer being extended to the final candidate. Upon acceptance of the offer, Osceola Housing Authority will provide the referral and authorization for pre-employment drug screening for the candidate to complete prior to starting.