

New Richmond Housing Authority

370 Odanah Avenue New Richmond, WI 54017

Executive Director Employment Opportunity

The Housing Authority of the City of New Richmond, WI is currently recruiting for an Executive Director to plan, organize and direct all operations and activities of the Housing Authority. The New Richmond Housing Authority administers forty (40) Public Housing apartments.

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 Accounting, Excel, Microsoft Office, and Quicken helpful.

Successful applicant must have the ability to work with diverse populations with courtesy and responsiveness. Excellent verbal, written and computer skills are essential. Prior Property Management experience is preferred. 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 work 20-24 hours per week. The Executive Director will preferably live within a 25-mile radius of the City of New Richmond. Pay range for the position is \$21.63 - \$28.85 per hour commensurate with education and experience.

Submit cover letter including salary expectations, resume, job application and references from former employers to: Sarah Reese at sreese@newrichmondwi.gov or 156 E 1st Street; New Richmond, WI 54017. Job applications can be obtained by emailing Sarah Reese. Application deadline is Wednesday, November 10, 2021.



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