

The Housing Authority of the City of Sheboygan, Wisconsin

The Housing Authority of the City of Sheboygan is seeking candidates for the position of Executive Director. The Executive Director leads a staff of 12 employees. It administers 135 Public Housing Units, 191 Housing Choice Voucher participants, 105 Project Based vouchers tied to a tax credit along with 80 other units and provides property management for one 49-unit WHEDA project.

Candidates should demonstrate knowledge and skills in leadership, management, program integrity and compliance. The Director will manage program funding, capital grant processes, accounts payable, payroll, housing quality inspections and all reporting with respect to Public Housing and Voucher compliance as required by the Department of Housing and Urban Development.

General knowledge of building components, basic landlord/tenant law and computer skills are necessary. A bachelors degree in business management or public administration is desired or four years' experience in public housing management.

A compensation package will be commensurate with experience and qualifications.

Interested applicants should forward a letter of interest with detailed resume, including salary history to: Housing Authority of the City of Sheboygan, Attn: Joe Rupnik, P.O. Box 1052, Sheboygan, WI 53082-1052. You may also email to joe.rupnik@sheboyganha.com.

**Sheboygan Housing Authority
611 North Water Street
Sheboygan, WI 53081**

Job Description: Executive Director
Responsibilities to: Board of Commissioners

GENERAL RESPONSIBILITY: Under general direction of the Sheboygan Housing Authority Board of Commissioners, the Executive Director is responsible for overall administration of housing programs in accordance with the Sheboygan Housing Authority's established policies and by-laws, federal and state laws and HUD regulations. This position shall plan, assign, review, and coordinate all operations and functions for the development and management of the Sheboygan Housing Authority including management of all financial and personnel responsibilities.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Directs overall administration of the Housing Authority programs and projects. Ensures programs are operated in compliance with all applicable regulations and within the agency's budget.
2. Directs and participates in the development and implementation of Housing Authority goals, objectives, policies, and procedures. Is responsible for all contractual agreements. Previews, monitors and approves all reports required for compliance with governing agencies.
3. Serves as chief administrator of operations and facilities and as Secretary to the Board of Commissioners. Develops, presents and proposes agenda items and accompanying recommendations to the Board. Regularly prepares and presents progress, activity, and financial reports. Prepares meeting minutes and maintains Board records. Implement Board directives.
4. Represents Sheboygan Housing Authority on the local, state, and regional levels and maintains appropriate relationships with officials at all levels. Interfaces directly with the media, community partners, public and private groups, boards, commissions, and professional associates. Maintains positive working relationships with community partners in furtherance of common goals.
5. Directs all aspects of personnel management, including policy, work assignments, performance appraisals, salary determination, promotions, employee motivation, staff training, lay-offs, and grievances. Assures effective communication and the flow of program information among staff.
6. Prepares and monitors all budgets and budget amendments for review by the Board and supervises the execution of adopted budgets and other financial directives.
7. Monitors and evaluates accounting system and audits internal control methods. Establishes the method and means of determining fiscal accountability. Establishes and enforces methods of controlling budgetary expenditures. Reviews and approves accounts payable, payroll, and other financial warrants, requisitions, purchase orders, receipts, records, and reports. Signs all checks.
8. Ensures, to the greatest extent possible, the full occupancy of units owned or managed by the Housing Authority.
9. Directs and coordinates projects to fulfill Housing Authority's mission of retaining and developing low-income affordable housing. Seeks out and investigates possible development opportunities to present to the Board. Oversees management and maintenance of all Housing Authority owned or managed properties.
10. Acts as the Sheboygan Housing Authority's contracting officer and is responsible for contract initiation, development, negotiation and administration. Conducts

Authority's procurement and disposition activities. Prepares bid tabulations for review and selection by Board as needed.

11. Conducts procurement and disposition in accordance with approved Housing Authority policies. Maintains the Housing Authority's inventory of property.
12. Performs other duties as may be required.

QUALIFICATIONS (SKILLS, KNOWLEDGE, ABILITIES)

1. Associate or Bachelor's Degree in Public Administration, Business Administration or related field with a minimum of four years of work experience in public housing management.

Or:

2. An equivalent combination of education, training, and progressively responsible experience in an administration capacity dealing with housing assistance programs including budgeting, development, and supervision.
3. Thorough knowledge of Housing Authority and HUD objectives, programs, and policies.
4. Knowledge of program budgeting, general accounting and fiscal management.
5. Possession of demonstrated professional housing related skills including long- and short-term facilities maintenance, government policies and requirements, human relations, financial management, personnel and organizational development.
6. Knowledge of housing development methods, strategies and regulations. Knowledge of funding sources for development of low-income affordable housing.
7. Excellent verbal and written communication skills with a strong emphasis on public speaking and interpersonal skills.
8. Skill in directing, planning, organizing and assessing operations, programs, staffing and fiscal strategies. Ability to delegate responsibility as appropriate and attain positive achievement with the involvement of subordinates.
9. Skill in interpreting and implementing government regulations, legal documents, contracts and other guiding authorities.
10. Skill in evaluating fiscal and financial reports, forms and data.
11. Demonstrated exercise of sound judgment in making decisions on difficult administrative issues.
12. Ability to work harmoniously with Housing Authority tenants, staff, the public, government officials, and other agencies.

13. Ability to seek out new and innovative ways of fulfilling Housing Authority objectives.
14. A demonstrated ability to work independently on multiple tasks with a high degree of accuracy.
15. Computer literacy and effective use of various computer software programs.
16. Possession of a valid driver's license and willingness to use reliable personal vehicle in the course of employment; or, a stated plan for equivalent mobility.