

## Tomah Public Housing Authority/ Job Description

Position: Director

Supervisor: Housing Authority Board

Revised: May 26, 2022

Board Approved: May 26, 2022

Council Approved:

**General Description of Duties:** This is a professional position involved in the various aspects of Community Development and the Housing Authority. Responsible for developing all aspects of housing for low/moderate income elderly and families in the City which would include: New construction, owner rehabilitation, and home purchases. Assist and/or write grant applications to state and federal agencies for housing, public facilities, and administration.

### **Essential Duties and Responsibilities:**

1. Responsible for the development and implementations of a comprehensive affordable housing strategy.
2. Responsible for preparing agendas, agenda item recaps with supporting documentation, meeting minutes, staff/development reports for the Housing Authority Board.
3. Respond to questions/requests from clients and the general public for information and direct them as needed to the appropriate department.
4. Perform Housing Authority procedures in the areas of accepting and verifying applications, determining application and property eligibility, determining amount of housing assistance, preparing leases and contracts, rectifying tenants and rental units, instituting appropriate legal action as necessary for delinquent loans, evictions, and collections, issue rehab bid specifications to approved contractors, complete housing inspections in compliance with Federal & State standards.
5. Prepare, submit, and monitor Housing Authority budgets as required by Local, State, & Federal agencies.
6. Coordinate and implement appropriate programmatic changes to ensure compliance with and collection and submission of data required by the Housing Authority.
7. Coordinate administration of the Housing Authority Federal and State housing grants. Responsible for managing all procurement activities initiated under these grants to include coordination and development of specifications with Maintenance Staff and/or Project Architect, requests for proposals, review of proposals, coordination of contract documents, contract administration, and record keeping.
8. Perform and/or monitor Housing Authority financial/accounting functions related to Community Housing Programs including rent collections, loan payment tracking, accounts payable disbursements, payroll, banking transactions, loan contractor payments, procurement, and reconciliation of bank account, accounts receivable, and accounts payable.
9. Responsible for the development and implementation of handbooks and policies for the Housing Authority Program.

10. Maintain procedures and prepare reports to ensure that the financial condition and expenditures of the Housing Authority programs are accounted for.
11. The Housing Authority Board has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the board to ensure all employees comply with safety rules and regulations. The board shall establish procedures to ensure enforcements of said safety rules and regulations.

**Knowledge, Skills, and Abilities:**

1. Must possess a thorough knowledge of Local, State, and Federal affordable housing regulations and programs available to assist in the development of housing and economic programs.
2. Must possess a working knowledge of construction costs and the ability to analyze contractor bids.
3. Must have strong analytical skills, ability to perform simple and complex math functions, and statistical math analysis.
4. Must have strong computer skills with the ability to use spreadsheets and databases to maintain and analyze records and data.
5. Must possess excellent written and verbal communication skills and the ability to prepare reports and maintain records.
6. Ability to work under pressure at certain times and maintain a non-judgemental and tactful attitude toward clients, general public, and peers.
7. Ability to work with persons of different racial and ethnic backgrounds and persons from all social and economic situations.

**Education and Experience Required:**

1. Bachelor's Degree desirable, or five or more years of commensurate experience.
2. Requires five years of administrative experience, preferably in a public or non-profit organization.
3. Knowledge of HUD Section 8 Rent Assistance program, Public Housing Program, and other assisted housing programs, operations, and requirements.
4. Possession of a valid Wisconsin Drivers License and availability of a car.

**Physical Requirements:**

1. Frequently sits at keyboard
2. Frequent twisting.
3. Reaches above and below shoulder height
4. Occasional bending
5. Lifts and carries up to fifty (50) pounds
6. Forty (40) percent of work day spent sitting
7. Thirty (30) percent of workday spent walking
8. Thirty (30) percent of workday spent standing
9. All percentages above could vary; depending upon duties performed that day

**Philosophy & Goals:**

Each employee must be committed to the goals of the Housing Authority and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of Housing Authority equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the Housing Authority by always being honest, fair, diligent, and courteous.

Listing can also be found on Indeed. Interested applicants please email resume to [TomahPHA2@tomahonline.com](mailto:TomahPHA2@tomahonline.com) & [Jessicagrauel@hotmail.com](mailto:Jessicagrauel@hotmail.com).