

JOB OPENING: PUBLIC HOUSING AUTHORITY EXECUTIVE DIRECTOR

Live in paradise. Bayfield County is Wisconsin's northernmost pristine wild area. Situated on stunning Lake Superior, it is within the largest concentration of public lands east of the Mississippi River.

Bayfield County and City of Washburn Public Housing Authority Boards of Commissioners are seeking a seasoned manager to lead and manage the combined Public Housing Authorities. The Executive Director is responsible for the overall leadership and management of two Public Housing Authorities that have a combined total of 182 units located in scattered sites throughout Bayfield County. The Public Housing Authorities have an operating budget of \$1.3 million and are in the process of obtaining financing for a major renovation of all buildings. New construction is also anticipated within the next five years.

MAJOR RESPONSIBILITIES

- *Manage and maintain housing units with a focus on providing safe, quality and affordable housing.
- *Comply with multiple federal and state funding rules and regulations, including preparing necessary reports and audits.
- *Prepare for review and approval of the Boards of Commissioners policies, budgets and contracts.
- *Interpret, implement and administer policies of the joint Boards of Commissioners.
- *Ensure that all personnel policies, procedures and job descriptions conform with applicable statutes.
- *Supervise staff of 7, including hiring, performance reviews, and discipline in accordance with Personnel Policies.
- *Supervise all internal and external financial operations.
- *Liaison with regulatory agencies, local officials and community agencies.
- *Identify, with staff input, improvements in operations and properties.
- *Develop, with participation of staff and the Boards of Commissioners, long range plans for the Housing Authorities.

POSITION QUALIFICATIONS

- *Bachelor degree in Public Administration, Business Administration or closely related area, or relevant equivalent experience.
- *Three years in a significant management position leading change. Application of federal and state law and policy in a management position is a plus.
- *Experience in budgeting, personnel management and supervision, administering federal or state contracts, programs and projects.

OTHER DETAILS REGARDING POSITION

- *Position is based in Washburn, Wisconsin and travel throughout Bayfield County is required.
- *Compensation is based on qualifications and experience.

*Applications are due by January 10, 2023. Applications will be accepted until the position is filled.

*To apply, email the following information: Cover letter, resume or CV, including relevant professional development training/certifications completed in the last 2-5 years, references and salary expectations to the Board Chairs:

Rachel Coughtry at rachelcoughtry@gmail.com

Karen Novachek at karensnovachek@gmail.com.