

**Executive Director
Chippewa County Housing Authority**

Anticipated Salary Range: \$55,000 - \$70,000

<i>This is not a County position; the Authority is an independent government agency.</i>

PURPOSE OF THE POSITION

Job Summary

The job duties of the Executive Director include but are not limited to plan, direct, supervise, monitor and evaluate housing programs for Chippewa County; to serve as Director of the agency; to advise the Chippewa County Housing Authority Commission and other Housing Committees and units of government on housing policy issues; to work with local units of government, public agencies, property owners, developers, representatives of the housing industry, nonprofit organizations, and affected stakeholders on administrative issues as they affect the development of new and maintenance of existing housing in Chippewa County; and to provide responsive , courteous and efficient service to County residents and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and Responsibilities

The duties described below are indicative of what the Housing Authority Executive Director might be asked to perform. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

Administrative Functions:

- Direct, administer and manage the program operations and personnel of the Housing Authority.
- Administer all funds received by the Housing Authority.
- Maintain program records to meet federal and state standards and confidentiality requirements.
- Consult with the Housing Authority Commission, community stakeholders, and the public to assess local housing needs and issues. Conduct policy analysis, draft public policy options. Incorporate policy into short and long-range resource management plans and resolutions.
- Serve as the Secretary to the Commission, develop the agenda for Housing Authority Commission meetings in cooperation with the commission officers, attend and participate in the meeting and write and keep the minutes of the meetings.
- Attend other County committee and units of government meetings as they pertain to housing issues.
- Develop, direct, maintain and manage contracts with other municipalities and agencies for the development or management of housing resources.
- Direct and provide administrative oversight in developing new agency plans and programs.
- Prepare, recommend and monitor the annual agency-operating budget. Identify revenue sources. Prepare or direct preparation of grant applications. Authorize and analyze expenditures. Coordinate inter-program spending.
- Maintain knowledge of current laws, regulations and policies related to housing.

Supervisory Functions:

- Evaluate Housing Authority workload to assess staff needs.
- Direct the process and participate in the selection of Housing Authority employees.
- Oversee the orientation of new Housing Authority employees.
- Recommend professional development for employees when appropriate.
- Assign tasks, review work and prepare performance evaluations.
- Recommend employee transfers, promotion, disciplinary action, discharge and salary increases.

Community Relations Functions:

- Direct the Agency's outreach so that information on the Authority's housing programs is available to the public.
- Develop outreach materials such as posters, brochures and notices for distribution to the community at large.
- Maintain contact with the media regarding program development and availability.
- Respond to inquiries and complaints from the public about housing issues

QUALIFICATIONS:**Qualification Requirements**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirement listed below are representative of the knowledge, skill and/or ability desired at the time of hire or for the continuation of employment.

Education and/or Experience:

- Bachelor's degree in Social Work, Planning, Business or other related field is preferred.
- Five years' of increasingly responsible experience related to the administration of housing programs.
- Experience in the supervision of staff.
- Experience in the use of QuickBooks
- Experience in grant writing and presentation
- A valid driver's license is required.

KNOWLEDGE, SKILLS AND ABILITIES:**Skills and Abilities:**

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to make final decisions on hiring.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign work, add or delete work, plan work, and establish priorities.
- Ability to approve personal time.
- Ability to recommend pay decisions.
- Ability to maintain staff personnel records.
- Ability to comprehend, retain and apply County, State and Federal policies and legislation, regulations procedure manuals, codes, etc.
- Strong organizational and time management skills needed to meet deadlines.
- Ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff in a responsible manner.
- Ability to develop agency goals and objectives and monitor outcomes.
- Ability to multi-task and prioritize the management of multiple projects.
- Ability to analyze and interpret data to evaluate and resolve issues and to recommend appropriate course of action.
- Ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.

- Strong verbal and written communication skills required to develop and present ideas and concepts to a variety of governmental policy and advisory boards or committee, governmental agencies, the media, employees and the general public.
- Possess knowledge of principles and practices of the full range of governmental administration including budgeting, planning, development, personnel management, general management techniques, program evaluation, community resources, and management information systems.
- Ability to establish and maintain effective working relationships with a variety of government officials, contractors, management, employees, news media, and the public.

Equipment Knowledge Required:

- Ability to operate standard office equipment, computer and intermediate knowledge of Microsoft Office software.

Language Skills:

- Ability to communicate effectively with other members of the staff supervisors, and the public and to establish and maintain effective work relationships.
- Ability communicate effectively in both written and verbal form.
- Ability to develop, interpret and implement policies and procedures; written instructions, general correspondence; federal, State and local regulations.

Mathematical Skills:

- Ability to perform complex mathematical calculations.
- Ability to prepare, recommend and monitor annual Housing Authority operating budget and work with auditors to prepare and analyze the annual audit.

Reasoning Ability:

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to make independent decisions and follow the directions of the Housing Authority Commission and contract agents.

PHYSICAL AND MENTAL ABILITIES

Physical and Work Environment:

An employee must be able to meet the physical and work environments described to successfully perform the functions of this job. The Authority will make reasonable accommodations to enable individuals with disability to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision ability required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work environment:

- Works in an office setting under generally safe and comfortable conditions.

APPLICATION DEADLINE IS 4:30 p.m. Wednesday, February 14, 2024

To be considered for the position, you must complete the application that can be found on our website: www.co.chippewa.wi.us/community/housing-authority. Include a resume and cover letter with your application. Interviews will be held on Monday, February 19th, 2024.

Applications are available in person, on our website or by mail.

Chippewa County Housing Authority Office

7:30 a.m. – 4:30 p.m. M-Th

7:30 a.m. – 11:30 a.m. Fridays

711 N. Bridge St. #14

Chippewa Falls, WI 54729

<http://www.chippewacountywi.gov/community/housing-authority>

Call 715-726-7934 to request an application via mail.

Chippewa County Housing Authority offers an excellent benefit package including State of Wisconsin Retirement System, health, dental, vision and life insurance, deferred compensation, longevity, income continuation, 10 paid holidays, 4 floating holidays, and accrued personal time. 40 hours per week, Monday-Thursday, 7:30 a.m. - 4:30 p.m. Friday 7:30 a.m. – 11:30 a.m. May be eligible for Public Service Loan Forgiveness.

Minority, women and low-income persons are encouraged to apply.

~EQUAL OPPORTUNITY EMPLOYER~