

Position Title

Executive Director, Platteville (Wisconsin) Public Housing Authority

Information about the Platteville Public Housing Authority

The Platteville Public Housing Authority has been assisting low-income residents of the City of Platteville since 1963. The Housing Authority is a Section 8 Housing Choice Voucher (HCV) program and is the federal government's (HUD's) major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. The City of Platteville donates space in City Hall, at 75 N Bonson Street, that offices the Housing Authority.

Position responsibilities

The Executive Director is responsible for the overall (total) administration of the City of Platteville's Section 8 Housing Choice Voucher (HCV) program as well as effectively and efficiently operating and maintaining the PHA office (requires on-site presence). Skills in accounting, budgeting, communication, organization and follow-through, as well as meticulous record keeping and the ability to inspect properties, are essential. Computer proficiency, including QuickBooks and the Microsoft Suite software, is required. Position also requires a valid driver's license.

Compensation

Position is part-time (32 hours, weekly) and includes the 11 federal holidays plus 112 hours of paid time off (to be requested/taken in 4 and/or 8 hour blocks). Minimum hourly wage of \$22 per hour or commensurate with skills and experience. Mileage reimbursement for property inspections paid at the IRS rate.

Application procedure

Submit cover letter, addressing position responsibilities, and resume to Housing Authority Board Chair Joyce Bos via email to joycebos55@gmail.com or via US mail to PO Box 780 Platteville WI 53818. Applications will be accepted through October 25, 2024 or until the position is filled.

Position duties

- Establish and maintain program compliance with HUD regulations including filing all reports in a timely manner
- Process applications of those seeking assistance including determining eligibility
- Create and maintain waiting list of those determined as eligible
- Proper selection of applicants from the housing choice voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs
- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income
- Complete office administration duties including creating operational budget & monitoring expenses, producing HAP checks and operational payments including payroll, working with the Housing Authority Board including posting agenda and maintaining meeting minutes, update housing authority webpage, filing government required reports including payroll reports, annual 1099's, contract for and support the annual audit
- Implement actions to achieve PHA-goals of 2025 five-year plan