

The Shawano City Housing Authority is in search of an individual to fill our Executive Director position. The Executive Director is responsible for planning, maintaining, and directing the Housing Authority operations, maintaining efficient and economical operations within established guidelines. Responsible for establishing and maintaining the highest standards of quality and integrity with Authority tenants and in the management of the Authorities' employees, contractors, and the public. Responsible for carrying out the directions of the Housing Authority's Board of Commissioners.

The position is a State Employee position with full benefits including:

Wisconsin Retirement Plan, Deferred Compensation Program, Health Insurance, Life Insurance, Accumulating Sick Time, Vacation Time, Holiday Pay

The Duties of the Executive Director include, but are not limited to, Maintaining qualified employees, serving as the principle representative to HUD, tenant relations, screening applicants, maintaining a wait list, manage all aspects of the financial activities of the Housing Authority, Cash handling, oversee the maintenance of all Authority property, oversee annual inspections of Authority property, prepare and administer Authority policies, regulations, and procedures, maintain good relations with tenants, Board of Commissioners, and the general public.

Qualifications include:

Public Housing Certification as administrator, bachelor's degree, or advanced training/experience in tenant relations, or contractor management. Ability to supervise various locations, ability to communicate effectively, knowledge of building maintenance, construction methods, and cost estimating. Must possess a valid Driver's License with a clean record.

This is a general office environment with exposure to the elements when traveling between properties and on Authority business. If interested, please submit a resume and cover letter to Shawano City Housing Authority, 951 Elizabeth Street, Shawano, WI 54166 or email them to Cosha951@gmail.com.

We are an equal opportunity employer.

Salary based on experience.