Essential Skills of the Job:

-Provide great leadership to an agency of about 25 employees

-Work with staff on planning, directing, and coordinating of operational and administrative facets of housing programs

-Ensure agency is meeting all state guidelines concerning housing programs

-Put in place the proper systems & check and balance protocols to ensure the agency is running efficiently and meeting the targets of all parties involved (Community, Tenants, Landlords, Staff, Board of Directors, other employees)

-Help develop all staff through mentoring, on the job training, online training, etc.

-Apply consistently all HR policies and procedures and abide by local CBA.

-Work with Property Managers to ensure all properties/buildings under management of the agency are properly maintained and turned over quickly

-Help attain additional grants and grow the influence of the Housing Authority in the community

-Work closely with Board of Directors to ensure everyone is on the same page as it relates to the direction and main initiatives of the agency

-Create an atmosphere of respect in the agency and lead by example to all other employees and staff

-Work with staff on operational budgets and manage within constraints of those budgets. Present financials to Board monthly

Desired Skills, Education, Experience, and Qualities:

-Prefer someone with at least 3-5 years in a leadership role with a housing authority or other publicly or privately owned government subsidized housing

-Person must be a strong leader with great communication and interpersonal skills (This is not a job for a dictator style of leadership)

-Need someone with at least an Associates degree and preferably a Bachelor's degree in relevant area.  We will consider those without degrees if they have at great leadership experience with a similar organization.

-Must have very good computer skills

-Must be a great problem solver!

-Prefer someone with a Servant Leadership-type mentality

This is a full-time job in the office with a solid employee benefits package.  This is NOT a job that can be done at home.