

Burnett County Housing Authority

Job Description for Executive Director

August 2023

Full Time Position: 32 - 40 hrs weekly (opportunity to work 1 day from home = 40 hrs)

Office Hours: Monday - Friday 8:00 am - 4:30 pm (excluding holidays)

RESPONSIBILITY:

The Housing Director is responsible for the administration, management and delivery of all housing programs, services and properties within the Burnett County Housing Authority (BCHA) under the terms and conditions of the BCHA Policy, to ensure project goals and objectives are met within the prescribed time frames and funding parameters.

DUTIES:

Executive Director is under the supervision of the BCHA Board of Commissioners and is to advise them in all matters relating to the authorities functions in the local communities. To follow the Mission Statement: *"To provide affordable housing opportunities and to ensure that the low income individual or families of Burnett County are able to utilize adequate, cost effective and independent housing in a warm, dignified community setting."*

TYPICAL DUTIES:

- Directs the supervision, training and work evaluation of BCHA staff; administers discipline and coordinates Authority labor relations activities as required.
- Acts as Secretary to the Board of Commissioners for BCHA by preparing agendas, maintaining records and making presentations.
- Represents BCHA in contacts with legislative and regulatory agencies, community organizations, other client service providers and the public relations.
- Monitors HUD, USDA, Wheda legislative and program changes that affect BCHA activities; develops and implements procedural and program modifications to ensure compliance.
- Submit annual budgets, PHA Plans, Resolutions for adoption by the Board of Commissioners of BCHA.
- Prepare and submit occupancy reports to the appropriate software.
- Purchase office supplies and equipment inventory.
- Receives and assists work orders for maintenance staff.
- Directs the preparation and administration of multiple program and operating budgets; monitors and approves major expenditures.
- Develops new plans, policy and procedures to improve management operations.

- Coordinate the readying of units for occupancy and tenant turnovers.
- Review of reports, inspections, and conference with department heads, issue notices of authority meetings in accordance with by-law, prepare agenda and present agenda items at Authority meetings.
- Maintain all corporate documents, including the preparation of minutes of Authority meetings and the safe-keeping of same.
- Establishes organizational priorities and corresponding timetables.
- Acts as liaison between the governing bodies, the client population and general public.
- Complies with BCHA policies, Rural Development and HUD regulations.
- Carry out such other duties and responsibilities as may be directed or authorized by the Authority.
- Attend informational and training sessions as offered and deemed valuable to performance.
- Investigates tenant disturbances, violations, or complaints, and resolves problems in accordance with regulations established by BCHA.
- Arranges and oversees activities of contract service representatives such as exterminators, trash collectors, major repair contractors and utility service repairers.
- Ensures operating efficiency of the agency by establishing and maintaining effective communication with Federal, State and local agencies, private agencies, landlords, clients and the general public.
- Prepares and maintains a variety of narrative and statistical records and reports.

EXPERIENCE AND TRAINING:

- Experience in housing management, community development, public administration. Required advanced computer skills level and ability to access information.
- Requires effective presentation, verbal and written communication skills
- Needs commitment to timeliness and attention to detail.
- Requires a valid Wisconsin Driver's license and be insurable with acceptable driving record for off-site travel

ABILITY:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 40 pounds.
- Need ability to communicate effectively through reading, writing, and speaking in person.