

EXECUTIVE DIRECTOR – JACKSON HOUSING COMMISSION, JACKSON, MI

The Jackson Housing Commission (JHC) is seeking an Executive Director will be responsible for supervising all aspects of the Housing Commission operations and will have the responsibility for planning, organizing, directing and coordination of all phases of the Commission's program. They will conduct and implement all rules, regulations, and policies of the Housing Commission under the supervision of a five-member Board of Commissioners. The responsible individual should be missioning driven, self-motivated, and self- goal oriented with the knowledge and experience to position the agency for long-term sustainable performance. JHC administers 545 public housing units and 488 Housing Choice Vouchers.

KEY RESPONSIBILITIES:

- Plans, develops, directs, and implements the agency' programs, policies and procedures of the Commission as approved by the Board of Commissioners by establishing management and operating procedures which ensure compliance with applicable Federal, State and Local laws, rules, and regulations.
- Recommends to the Board of Commissioners agency goals in the form of policies; develops program and performance objectives, agency's mission, and strategic goals for all areas of the Housing Programs; provides progress reports to the Board of Commissioners; serves as liaison and secretary to the Board and the local community; prepares Board agendas and maintains official meeting minutes, records, and files.
- Oversees the administration of the Commission's financial affairs; cost controls, timely, thorough preparation of the annual operating budget; capital funds program applications for HUD funding; oversees preparation of the Annual, 5-year Plan and the 5-year Capital Action Plan; monitors expenditures; recommends budget changes to the Board of Commissioners for approval; prepares monthly financial reports for the Board.
- Provides executive oversight of all agency operations including leadership and supervision of the leadership team and 38 staff. Provide professional training opportunities. Assess the qualifications and competency of all JHC employees by completion of annual performance reviews and standards are met to cultivate a culture of continuous improvement.
- Maintains knowledge of current industry trends and programs and attends conferences and workshops as needed.
- Coordinates legal actions; review different funding streams; potential grant opportunities
- Plans, directs, and oversees physical asset management including facilities maintenance, and equipment and machinery management; capital expenditures.
- Receives and responds to correspondence from residents, HUD, the general public, and other government agencies; coordinates and prepares internal and external communications and reports as needed.
- Conducts resident meetings to disseminate information and seek input for planning purposes
- Reads interprets and provides guidance relative to HUD notices, Federal Regulations, Admission guidelines, procurement, and Housing Authority policies. Maintains and updates
- Acts or provides oversight as chief contracting officer for service, maintenance, construction, and other contracts.
- Develops and cultivates relationships with industry leaders, community stakeholders and local non-profits/agencies to fulfill the mission of JHC.
- Serve as the spokesperson for JHC and proactively seek media, industry, and community platforms to promote the programs, employees, and residents of JHC.
- Prioritize and ensure safe and clean-living conditions for residents and working conditions for employees
- Ensure compliance with federal, state, and local laws

The qualified candidate must have a minimum of a Bachelor's degree in public administration, business, or a related field. Five (5) years' progressive experience in an administrative capacity in public service is preferable. Prior administration with HUD programs and Public Housing Administration preferred. Exhibit a positive management style, be able to lead and motivate staff, and possess good communication and conflict resolution skills. Should possess certification as a Public Housing Manager (PHM) or acquire certification within one year of employment. This position requires skills in executive management, staff professional development, planning, public/community relations as well as knowledge of public housing, finance, accounting administration of various capital fund programs, and the research and evaluation of new sources of housing assistance.

CERTIFICATE OR LICENSES:

- Michigan's Driver's License
- A Public Housing Certification (PHM) or equivalent must be obtained within one year of hiring.

WORK LOCATION: On Site

OTHER REQUIREMENTS:

- Excellent coalition-building skills and previous success in establishing partnerships with individuals and organizations of influence, including civic leaders, state, federal and local officials, nonprofit agencies, and for-profit entities.
- Ability to build strong collaborative teams and actively engage with staff. Demonstrated appreciation for staff, solicitation/incorporation of their input, and a positive working environment.
- Sound and pragmatic managerial ability. An astute manager who can set clear priorities, delegate, solve problems and make timely decisions.
- A history of successfully generating new revenue streams and improving financial results.
- Ability to exercise independent judgment.
- Excellent verbal and written communication skills.
- Functional knowledge of modern office methods and machines.

PHYSICAL REQUIREMENTS:

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular or recurring basis. Performs sustained keyboard operations. Conducts activities involving stooping, kneeling, bending, crouching, twisting, and reaching periodically.

WORK ENVIRONMENT:

Most of this position's duties are performed indoors. The noise level in the work environment is usually moderately quiet. The employee will frequently be asked to spend time at Housing Commission properties and in an automobile commuting to operating locations or meetings. On occasion, the employees will spend time in an out-of-door environment with related possible exposure to weather and associated hazards.

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

COMMUNICATION REQUIREMENTS:

Facilitate Commission Board Meetings; give regular board updates; speaks to groups of residents and other public and private groups; writes policies and other complex reports; ability to communicate effectively with other people taking into consideration their needs, personal styles and backgrounds.

INSTRUCTIONS FOR APPLYING FOR THE POSITION:

To apply for the position, please submit your application along with a Cover Letter and resume to: jobs@jacksonhousing-mi.org or submission can be mailed to Jackson Housing Commission, 301 Steward Avenue, Jackson, MI 49201. The search is open until the position is filled. The Board of Commissioners will conduct interviews and make final the selection.

The Jackson Housing Commission is an Equal Opportunity Employer

BENEFITS:

Defined Pension Plan
Voluntary 401K plan
Health, dental, vision, prescription insurance
Vacation and sick time accrual
STD/LTD
Voluntary Flex Spending Program
16 Paid Holidays
Two Floating Holidays
Time off between Christmas and New Years

SALARY:

Based on prior job experience and background