

EXECUTIVE DIRECTOR

Small progressive, high-performing Missouri PHA seeks experienced ED who reports to a Board of five (5) Housing Commissioners.

Responsibilities: Oversees administration and maintenance of three public housing properties consisting of a 99-apartment high rise for elderly and disabled; 42 - 2, 3, and 4 bedroom family apartments in a 21-unit duplex community; nine single family homes; and 160 Section 8 Housing Choice Vouchers. All units are located within the city limits of Rolla, Missouri, a small city of 16,367 located in a rural, progressive, college community of 7,400 students.

The ED will ensure compliance with governing rules and regulations; establish and maintain effective relationships with federal, state, and local officials; remain current in affordable housing programs and funding sources; oversee all financial operations and the procurement of needed professional services, materials, and supplies; assure accurate and timely submission of required program data; function as Secretary to the Board of Commissioners with all inherent duties; maintain a positive social environment for all tenants to provide opportunity for independence; continue to develop professionally through the state, regional, and national chapters of NAHRO; and perform other duties as required.

Requirements: A Bachelor's degree in Business or Public Administration or a minimum of five (5) years of management experience in public housing or similar organization. Working knowledge of fiscal management; experience working with elected officials, public and private funding agencies, and clients of various cultural and socio-economic backgrounds; working knowledge of HUD regulations; ability to exercise independent judgment; and excellent verbal and written communication skills. Must be bondable. Salary and benefits package based on skill and level of experience.

To apply: Send a letter of interest with a detailed resume, including salary requirements, in triplicate to: RHA Selection Committee, 1440 Forum Drive, Rolla, MO 65401. Candidates selected for interview must provide two (2) professional and one (1) personal reference. Successful candidate must pass drug screening and criminal and credit checks. Applications will be accepted through May 15, 2012. Smoke and drug-free workplace. EOE.