

**Executive Director
City of Ashland Housing Authority**

The City of Ashland Housing Authority has a full time opening for an Executive Director. To apply submit a letter of application and resume by 5:00pm on Fri., 3/10/17 to Kathy Carlson at kkcarlson1@gmail.com.

Job Duties...

The Executive Director is responsible for the administration of this non-profit public housing agency including property management of 122 public housing apartment units, 45 family homes, 11 Rural Development apartments, and 62 Housing Choice Vouchers within the City of Ashland WI. Duties include:

- Ensuring **compliance** with all applicable policies and federal and state regulations including the Dept. of Housing & Urban Development and the USDA/Rural Development
- **Financial management** including preparing and implementing yearly budgets, managing financial audits, preparing grants, and securing funding
- **Managing performance** for all agency staff, developing and administering human resource policies
- Developing **effective working relationships** with local governments, human service agencies, the Housing Authority's Board of Commissioners, and state and federal agencies
- Oversight of all **tenant services** including the application and approval process. Works to resolve issues and grievances appropriately
- Provides **project management** as necessary to property updates ensuring that properties remain in market-ready condition
- Under the direction of the Housing Authority's Board, **plans strategically** for the agency's short and long-term goals

Requirements:

- A Bachelor's degree in business or human services or other applicable field or the equivalent knowledge and experience
- Previous leadership experience requiring empathy and compassion
- Previous property management experience
- A Public Housing Management certificate or willingness to obtain one

City of Ashland Housing Authority...

The **City of Ashland Housing Authority** is a non-profit, independent public housing agency whose mission is to provide safe, decent, affordable, accessible, and sanitary housing for low income individuals and families while managing resources efficiently. The agency promotes an environment free from discrimination while supporting autonomous lifestyles for all tenants. A Board of Commissioners provides oversight to the agency which operates in accordance with policies established by WI state statutes and federal agencies including the Dept. of Housing & Urban Development and the USDA/Rural Development.

Our Location...

The City of Ashland is the cultural, business, and retail center of the Chequamegon Bay on the south shore of Lake Superior. The city is bordered to the north by Bayfield and the **Apostle Island National Lakeshore** and the **world-famous ice caves** and to the south by acres of national forest and pristine inland lakes, home to the **American Birkebeiner**, North America's largest cross-country ski race. The city features a diverse business community; excellent public and private schools; a 4 year liberal arts and environmental college (Northland College); a WI Indianhead Technical College two year campus; outstanding medical services; and endless recreational opportunities. Rich in history, cultural heritage, and natural beauty, the area offers a 4 season lifestyle that is second to none.



ASHLAND HOUSING AUTHORITY

City of Ashland Housing Authority

319 Chapple Ave., Ashland, Wisconsin 54806

Equal Opportunity Provider and Employer

