



JOB POSTING

Executive Director

The Housing Authority of the City of Bloomington seeks applicants for the position of Executive Director. The Executive Director administers, manages, and directs all aspects of the agency's programs and operations. The Housing Authority administers two core affordable housing programs: public housing (620 units at ten sites in Bloomington) and a Section 8 housing choice voucher program (up to 462 vouchers throughout McLean County). The agency employs approximately 35 employees and has a total operating budget of \$7.5 million. The Executive Director is appointed by and reports directly to the Board of Commissioners.

The Executive Director (ED) plans, organizes, coordinates, and oversees all activities associated with the Housing Authority's housing programs. This involves leading agency staff and ensuring a positive and productive work environment. The ED oversees the selection, training, and supervision of all agency employees. The ED serves as Secretary/Treasurer to the Board of Commissioners, submitting budgets and informing Board of the status of activities and projects within the agency. This also entails developing and proposing new policies or changes in existing policies. The ED frequently discusses agency goals, priorities, and concerns with officials and representatives of the federal government (primarily HUD) as well as with local government, social service agencies, and news media.

The position requires a bachelor's degree in public administration, business administration, or a related field from an accredited college or university and a minimum of ten years of experience in housing, human services, or public administration with at least five years of supervisory and program management experience. An equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position may be considered. Demonstrated leadership and organizational skills are essential, as is a thorough understanding of HUD regulations pertaining to the public housing and housing choice voucher programs. The ED will be required to manage competing priorities and analyze complex problems, which will require sound judgment and creativity to develop effective solutions. Skill and tact in interacting with subordinates and agency stakeholders is essential.

The salary for the Executive Director will be commensurate with experience and qualifications. A comprehensive benefits package including health insurance and generous employer-funded retirement plan is also offered.

Qualified candidates for the Executive Director position may apply through [Indeed.com](https://www.indeed.com) or submit a resume and cover letter to Mr. Terry Koch, Chair of the Board of Commissioners, via BoardChair@bloomingtonha.com. Resumes will continue to be accepted until the position is filled. The Housing Authority of the City of Bloomington is an equal opportunity employer (EOE).