



Housing Authority of Jefferson County, Illinois

Executive Director



EXECUTIVE RECRUITMENT



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Executive Director

The Housing Authority of Jefferson County (Mt.Vernon), Illinois (HAJC) is seeking an open minded and accountable professional that values open communication, team building, and public engagement to become its next Executive Director. The HAJC serves 712 residents within 425 housing units that are spread out through the County in five (5) different communities that include Mt.Vernon, Dix, Ina, Waltonville, and Woodlawn. The current occupancy rate for the HAJC tenant footprint of 273,787 square feet is 96.4%.

PRIMARY DUTIES INCLUDE:

- Supervising property maintenance and upkeep
- Oversight for all contract work and payments
- Serves as the official representative for the HAJC in governmental affairs
- Personnel Director
- Developing and maintaining good community relations
- Oversight of major capital projects and tenant programs

The Board of Commissioners is seeking a trustworthy professional with excellent communication and public engagement skills to be the next Executive Director. The ability to develop an effective team and create an open, fair, and inclusive environment is essential. Experience working with and reporting to a governing body is important. The Board of Commissioners is also particularly interested in candidates that understand and appreciate the importance of creating a sense of community for the tenants.

DEMOGRAPHICS:

Jefferson County Population **37,117**

Jefferson County Median Household Income **\$49,896**

Jefferson County Median Value of Owner-Occupied Housing **\$96,700**

Jefferson County Median Gross Rent **\$701**

Mt.Vernon Population **14,600**

HAJC Tenant Population **712**



COMMUNITY:

Jefferson County, Illinois is located at the intersection of I-64 and I-57 within southern Illinois. The primary administrative office for the HAJC is in Mt. Vernon, Illinois. Mt. Vernon and Jefferson County serve as a regional destination for entertainment, health care, retail, lodging, and recreation. Mt. Vernon is one hour east of St. Louis, Missouri, one hour west of Evansville, Indiana and one and a half hour north of Paducah, Kentucky. Given its convenient location, local amenities, and a brand-new multi-million dollar high school facility, Mt. Vernon is a great community to live, work, and play.

Jefferson County is home to Rend Lake. Rend Lake is a 19,900-acre lake that provides exceptional recreational opportunities for boaters and anglers. The lake is surrounded by 20,000 acres of recreational greenspace providing opportunities that include bicycling, hiking, and pedestrian trails as well as beaches, campgrounds, and golf courses. Other significant quality of life amenities include Veteran's Memorial Park, the Granada Theatre, the Jefferson County Historical Village, the Cedarhurst Center for the Arts, and the Aquatic Zoo Water Park.



HAJC ORGANIZATION:

The Executive Director has an experienced team of 13 full-time, 1 regular part-time, and 2 seasonal part-time team members. The HAJC is in sound financial condition with an annual operating budget that totals \$2.1 million and an additional \$844,722 capital budget. The HAJC has 9.3 months of operating reserve or 77.51% of annual budgeted expenditures.

The HAJC is governed by a five (5) member Board of Commissioners that are appointed by the Jefferson County Board. The Board of Commissioners appoint the Executive Director to oversee three (3) operating departments consisting of administration, tenant services, and maintenance. The Executive Director plans, directs, and coordinates the fiscal business and service operations of the HAJC.

The HAJC consists of 314 Public Housing Units, 12 Rural Development Units, and 99 Tenant-based housing choice vouchers (Section 8). The HAJC operates out of two office locations and one maintenance facility within Jefferson County.



OPPORTUNITIES

Team Development:

Inheriting an experienced team. The next Executive Director will have to build up trust with the team, communicate effectively, refrain from micromanaging the team, and develop shared goals.

Expansion of Tenant Programming:

The next Executive Director will be tasked with continuing to expand tenant programming designed to develop a sense of community within the HAJC facilities.

Effective Board Communications:

The next Executive Director will be tasked with keeping the Board of Commissioners apprised of capital projects, a-typical challenges, and the general financial condition of the organization on a regular basis.

Transition Mentoring:

Developing and offering programs designed to assist the tenants transition into self-supported housing opportunities.

Unit Expansion:

The occupancy level for the current HAJC facilities is 96.4%. The next Executive Director will be asked to evaluate increasing and or expanding the amount of housing units to meet the needs of the County residents.

Positive Image:

The next Executive Director will be tasked with developing and maintaining a positive public image for the HAJC through proactive community involvement.



Position Requirements

- A Bachelor's Degree from an accredited university
- At least five (5) years of executive level management experience
- A good working knowledge of sound fiscal management

Ideal Candidate

In addition to the minimum qualifications, the Board of Commissioners hope to attract candidates for the position that possess experience and demonstrated competency in the following categories:

- Communication skills
- Public Engagement
- Team Building
- Community Relations – Active in the community
- Board Relations
- Housing Regulations
- Resident Relations
- HUD
- Budgeting
- Financial Management
- Labor Relations
- Capital Projects

In addition to the technical proficiencies listed above the preferred candidate will have the following personal attributes:

- Open Minded
- Accountable
- Positivity
- Trustworthy
- Fair
- Listener
- Resourceful
- Visionary
- Approachable
- Responsible
- Enthusiastic
- Organized
- Flexible
- Excellent Work Ethic





COMPENSATION AND BENEFITS

The starting annual salary range for this position is \$80,000 to \$95,000 DOQ/E. The HAJC also provides a comprehensive and generous package of fringe benefits including 100% paid health insurance premiums for the employee, 100% paid dental insurance premiums for the employee, and 100% paid vision insurance for the employee. Dependent coverage is also available at cost. The HAJC provides vacation leave, sick leave, personal leave, and several paid holidays. Retirement benefit is provided through the Illinois Municipal Retirement Fund. The Board of Commissioners values professional development and encourages the Executive Director to participate in regional, state, and national workshops and conferences.

HOW TO APPLY

Please apply online at www.govhrjobs.com with a resume, cover letter and contact information for five (5) professional references. Applications will be accepted until **February 18, 2022**. Confidential inquiries should be directed to James W. Arndt, Vice President, GovHR USA at 217-500-0770.

The Housing Authority of Jefferson County is an Equal Opportunity Employer.