Executive Director

The South Milwaukee Housing Authority (SMHA) is seeking a highly qualified candidate for the position of Executive Director. The Executive Director is responsible for the day-to-day operation of the 60-unit public housing authority and reports to a five-member Board of Commissioners. Responsibilities include all aspects of the agency operations including administration, management, development and financial control. The Executive Director plans, organizes and directs all activities of the agency, subject to the direction, by-laws and approval of the Housing Authority Board, assures compliance with all Federal, State and Local regulations and acts as Secretary to the Board.

Bachelor’s Degree with emphasis in at least one of the following areas: management, public administration, sociology, psychology, economics, accounting, planning or related fields. Certification as a Public Housing Manager must be obtained within one year of hire from National Association of Housing and Redevelopment Officials (NAHRO) or other institution approved by the Board.

At least three years’ experience in urban development, public relations, housing management or with assistance programs, and program/property manager or assistant manager experience.

An equivalent combination of education and/or experience may be substituted for the required education. Must possess a valid Wisconsin Driver’s License.

Salary commensurate with level of experience and a generous benefits compensation package is available along with a 4-day work week (30 hours per week.)

Submit cover letter and resume, references from former employers and salary history to: South Milwaukee Housing Authority, 2906 6th Avenue, South Milwaukee, WI 53172, email: peggy@bizwi.rr.com, **no later than May 17th, 2018**. For questions call 414-762-4114