



## Bloomington Housing Authority

1007 North Summit, Bloomington, Indiana 47404  
812-339-3491 fax 812-339-7177

### Job Opening Announcement

October 2, 2020

### Administrative Director

**Job Status:** Full-Time, Exempt  
**Shift:** 8:00 AM - 4:00 PM  
**Days:** Mon., Tue., Wed., Thu., Fri.  
**Details:** Posted Friday, October 2, 2020. Open until filled.

The **Bloomington Housing Authority (BHA)** is seeking an energetic individual with a collaborative spirit who leads by example—illustrating the highest degree of integrity—to join our team as an **Administrative Director**. BHA is seeking an experienced, organized, communicative leader to assist the Executive Director with daily execution of goals, objectives, policies and priorities. This is a highly responsible managerial position. This position would consult with and advise the Executive Director on all aspects of housing management and tenant services. This position is also responsible for policies and procedures of tenant eligibility and computations, and the maintenance of appropriate files for all units. Must be acquainted with related Federal and State regulations.

#### Primary Responsibilities:

Performs a wide variety of office and field activities to implement Section 42 and manage U.S. Department of Housing and Urban Development (HUD) programs as well as other tenant-based activities. Specific responsibilities include but are not limited to:

- Provide oversight for the administration of the BHA's HCV, Public Housing, RAD, Project-Based Voucher and Section 42 programs.
- Ensure compliance with regulations and statutes, grant applications, procurement, budgets, and funding by researching and interpreting applicable local, Federal and State rules and regulations.
- Assist with completing reports required by Federal agencies, lending partners and investors.
- Forecast impacts, assess opportunities and evaluate risks by examining programs, performing cost-benefit analyses and modeling future operations.
- Assist in setting goals for development of HUD Agency Annual Plan and Five Year Plan.
- Monitor goals, performance measures and provide support to department Supervisors.
- Maintain Insurance Register; file insurance claims as needed; solicit insurance policy proposals or renew policies as needed.
- Review monthly reports from departments and determine where improvements are needed.
- Develop and monitor internal programmatic procedures (i.e. waiting lists, application, rent collection, maintenance procedures, FSS, Homeownership, vacancy/occupancy procedures, etc.).
- Prepare and delegate the preparation of correspondence and reports, i.e. PHAS and SEMAP, etc. for submission to the U.S. Department of HUD.



- Develop and modify Administrative Plan and Admissions and Continued Occupancy policies as may be required. Ensure that all admission and continued occupancy policies and procedures are consistently applied by all staff members.
- Ensures the highest quality of customer service to staff, clients, landlords, and the general public.
- Provides leadership, direction, and training to all staff with program administrative, and finance responsibilities to plan work effectively and efficiently to achieve the BHA's mission and goals.
- Maintains a high level of community visibility and engagement while respecting the community leadership roles.

#### **Knowledge, Skills and Abilities:**

- Knowledge of management theory and practices.
- Knowledge of principles and practices of contract administration, evaluation and management.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to develop, implement and administer goals, objectives and procedures for providing effective and efficient housing services.
- Ability to allocate limited resources in a cost effective manner.
- Ability to supervise others and train staff on all housing authority programs and software.
- Knowledge of community resources.
- Ability to recruit and obtain the cooperation of groups and individuals in furthering the goals of the program.
- Ability to make independent decisions.
- Ability to communicate to others effectively, both orally and in writing.
- Ability to conduct favorable inter-personal relations.
- Ability to organize and plan work.
- Ability to motivate others toward common goals/objectives.
- Ability to work with diverse populations.
- Commitment to BHA mission and strategic plan.

#### **Technical Skills**

- Proficiency with computers and office equipment is critical to this position.
- Advanced Microsoft Office skills (Excel, Word, and PowerPoint), and ability to work with Housing Authority software.

#### **Working Conditions:**

- Work is typically performed in a normal office environment with moderate noise level. Use of computer and general office equipment. Sitting for extended periods of time at a desk. Occasional use of automobile. It may be necessary to lift weights up to 15 pounds.

#### **Qualifications:**

- **Education:** A Bachelor's degree in public administration, management, real estate, business or related field of study from an accredited college or university. Master's degree preferred.
- **Experience:** Five to ten (5-10) years progressively responsible administrative or management experience. Two (2) years in the field of public housing authority or similar programs preferred.
- **Certificates & Licenses:** Valid State Issued Drivers' License and insured. Certifications in Section 42 tax credit programs, HUD PIH programs, property management or affordable housing development preferred.
- **Other Requirements:** Authorized to work in the United States (The BHA validates authorization to work using eVerify.)



**Benefits:**

- 401(k) Retirement Plan
- Health Insurance
- Health Savings Account contribution
- Dental Insurance
- Vision Insurance
- Employee Assistance Program
- Life Insurance
- Paid Time Off
- Personal Time
- Paid Holidays

**Salary Range:** \$54,109 - \$60,897 annually.

**\*\*How to Apply\*\*:** Interested applicants should submit a **cover letter and resume** to Amber Skoby, Executive Director, at [askoby@blha.net](mailto:askoby@blha.net). Applications submitted without a cover letter will not be reviewed or considered. No phone calls please.

**About BHA:** The Bloomington Housing Authority was established in 1961 while its first development of affordable housing units was completed in 1968. Currently, the BHA employs a staff of 29 employees and provides housing assistance to around 2,000 Monroe County households each year. The BHA operates three affordable housing communities (Crestmont, Reverend E.D. Butler and Walnut Woods) and provides more than 1,300 Housing Choice Vouchers, also known as Section 8, that allow income eligible families to rent in the private market. Along with housing assistance, the BHA maintains active service coordination programs including the Family Self-Sufficiency Program and Community of Empowerment Program. In July 2018, the BHA released its current Strategic Direction 2018-2030 Plan called “Bloomington Housing Forward” which outlined affordable housing portfolio preservation and improvements through the HUD RAD program among many other goals. More information about BHA can be found online at [www.bhaindiana.net](http://www.bhaindiana.net).

**BHA is an equal opportunity employer** and does not discriminate against any employee or applicant because of race, color, sex, religion, age, sexual orientation, familial status, disability, handicap, national origin, ancestry, gender identity, veteran status, military status, housing status or any status protected under federal, state or local law. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.

