



DIRECTOR OF PUBLIC HOUSING OPERATIONS

Job Description

Waukegan Housing Authority is looking for Director of Public Operations. Under general direction this position plans, organizes, coordinates and assists with the Housing Authority procurement and contract function; performs professional and technical procurement duties involved in the procurement of materials, supplies, services and equipment. The person in this position will also be responsible for the supervision of a team of property managers and maintenance staff overseeing 448 or more dwelling units in one or more locations and will perform the leadership role with exceptional professionalism and attention to detail. Duties include supervision of a team which is not limited to: collecting rents and other charges; follow-up on delinquent accounts; day-to-day maintenance of physical properties; resident relations; and establishment of liaisons with agencies or organizations supplying services to the developments and to the residents. Work requires the exercise of mature, independent judgment, tact in dealing with all types of people in stressful situations, thorough knowledge of pertinent Authority policies and the Department of Housing and Urban Development (HUD) regulations, as well as state and federal laws regarding evictions. Work is reviewed primarily through conferences, review of reports and evaluation of results obtained. This person will also supervise the Maintenance staff, the Occupancy Specialist/Asset Manager and the Receptionist.

Education and Experience

Bachelor's Degree from an accredited college or university with major course work in business administration or a related field. Minimum of four years progressively responsible professional procurement and public housing experience, preferable in a public agency. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.

Special Requirements

Must have good judgment, tact and courtesy. Skill in the use of typewriter, calculator, computer and other common office machines.

ANY OFFER OF EMPLOYMENT IS CONDITIONED ON THE SUCCESSFUL COMPLETION OF A BACKGROUND SCREENING.

Salary

\$60,000 annually

HOW TO APPLY AND APPLICATION DEADLINES

Interest in Waukegan Housing Authority employment should be indicated by submitting a completed Waukegan Housing Authority Application. Applications will be accepted until position is filled. Applications can be picked up and returned to the general office.

Please mail, e-mail or hand deliver your application and resume to the address below. Email to:

crodney@waukeganhousing.com, **Fax:** 847-625-4627. No phone calls please

Waukegan Housing Authority
Human Resources Department
215 S. Martin Luther King Jr. Ave.
Waukegan, IL 60085