

The **Twin Falls Housing Authority seeks an Executive Director** who is an experienced, professional leader passionate about affordable housing for individuals and families and strengthening communities.

Twin Falls Housing Authority was established January 11, 1940 in Twin Falls ID, developing 196 units for public housing occupancy. This small Public Housing Authority assisted in the establishment and development of two other small public housing authorities, one of which it continues to manage and operate.

The successful candidate will report to a five-person Board of Commissioners and is responsible for directing the overall administration of all Housing Authority programs and projects. The Executive Director will provide the vision, leadership, and management to set and direct operational goals and objectives, administrative reporting, develop procedures to ensure requirements are met, and manage agency personnel to effectively operate the organization. The Executive Director is responsible for overall agency direction and budget, implementation of federal and state housing policies and programs, strategic asset management, property development, and building and sustaining community relationships to provide opportunities for low-income residents to position themselves for success. The Executive Director will represent the Housing Authority to promote awareness of housing needs, programs, and services. The successful candidate must be familiar with affordable housing programs, budgeting, financial management, housing development, personnel management, and federal housing regulations and policies. This position requires excellent communication skills and the ability to work alongside and manage teams effectively. This position is a full-time salaried position, which is not eligible for overtime.

Requires education and experience equivalent to a bachelor's degree and or three years administration experience, including supervisory or managerial experience. Requires planning, accounting, administrative, public relations & verbal/written communication skills; and the ability to maintain excellent relationships with residents, staff, government officials and the public.

Compensation and Benefits include:

Salary Range: \$72,500 - \$76,000 DOQ

Insurance Coverage:

Health Insurance include fully vested employer funded for the employee & family

Employer paid Dental Insurance coverage per employee

Employer paid Basic Life Insurance and short-term Disability Plan per employee

Employer contribution to be applied upon enrollment of the primary health care plan, supplemental healthcare options, Health Savings Account (HSA) or Retirement

Accrued Vacation and Sick time (8 hours per month based on a 40-hour work week)

Retirement Benefits:

Twin Falls Housing Authority is a member of the Public Employee Retirement System of Idaho (PERSI)– Employee share (7.16%) / Employer share (11.94%). The Base Plan is a qualified tax-deferred plan under the IRS Code Section 401(a).

The job description can be downloaded from the company website: www.twinfallshousing.com

Interested individuals must provide a letter of interest, resume and salary requirements submitted to:

Twin Falls Housing Authority

Attention: Mike Mason, Chair, Twin Falls Housing Authority Board of Commissioners

3467 N 3500E

Kimberly, ID 83341

Materials can also be sent electronically as a pdf. file to tfhachair@gmail.com

CLOSING DATE FOR ACCEPTING APPLICANTS: APRIL 16TH, 2021