

# Housing Authority of Chelan County & the City of Wenatchee

## Executive Director Wenatchee, WA



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

**Kimberly Henry**

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

**Gans, Gans & Associates**

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The Housing Authority, formed in 1981, is governed by an 11 member Board of Commissioners who are appointed into three-year terms by local government representatives.

### **Program Areas**

- Section 8 Tenant Based Rental Assistance Program
- Section 8 Family Self-Sufficiency Program
- Housing for seniors/disabled
- Housing for low-income families
- Housing for year-round agricultural workers
- Housing for migrant agricultural workers



### **Position Summary**

Responsible for the planning, organization, administration, management, staffing direction, maintenance, and control function of all Housing Authority of Chelan County & the City of Wenatchee (CCWHA) programs and properties. The Executive Director is responsible for compliance with the established policies of the Board, CCWHA By-laws, federal, state, and local laws, and all statutory and administrative regulations of Agency funding sources.

### **Essential Job Functions**

- Conduct oneself in keeping with the highest professional and personal ethics required of public service employees.
- Provide the administration, leadership, and management of the Authority.
- Ensure the mission of CCWHA is fulfilled through all Agency programs and future development.
- Attend all CCWHA Board meetings and act as Secretary to the CCWHA Board of Commissioners, maintaining appropriate minutes and preparing draft meeting agendas for approval by the Board Chair, files and records.
- Provide the Board with all materials, correspondence and information that is necessary for them to be knowledgeable about CCWHA and its staff.
- Prepare recommendations to be acted upon by the Board at regular and special sessions.
- Supervise the development of new housing programs and the requisition of additional Agency funds.
- Ensure a productive and cooperative working environment for all staff, including supervision and ongoing training related to programmatic changes, regulations, and funding sources.
- Create and administer all approved CCWHA policies.
- Act as a liaison between the Housing Authority Board and funding sources.

### **Responsibilities**

- Coordination of the CCWHA benefit package, including acting as the Plan Administrator
- Direct supervision of the Development Director and the Director of Finance/Asset Management.
- Working with legal counsel in the preparation of all CCWHA press releases and the assignment of communication with the press regarding Agency related matters.
- The oversight of all CCWHA budgets, including wage analysis, and for all requisite financial reports.
- The fiscal soundness of all CCWHA programs, including operating capital and adequate financial reserves for future program protection.
- The management and operation of all CCWHA Programs.
- Maintenance of all CCWHA owned and managed property, in keeping with CCWHA standards.
- Successful compliance of all program and property audits.
- Coverage and renewal of all CCWHA staff insurance and bonding policies.
- Preparation and monitoring of all contracts and agreements entered into by CCWHA, assuring they are consistent with applicable regulations and laws.
- Overseeing the hiring, (including new hire orientation) training, evaluation, discipline, and termination of all CCWHA staff.
- Administration of CCWHA personnel policies and procedures.
- Supervising the preparation and submission of all required reports to CCWHA funding sources.
- Involvement and participation in public relations activities that benefit the Agency and the community.



- Maintaining good public relations with elected municipal and county officials, public departments and public employees, community groups and organizations, private sector landlords, businesses, social service agencies and CCWHA tenants and other relationships.
- Attending, on a consistent basis, meetings, workshops, conferences, seminars, and other sessions, to gather firsthand knowledge of new or improved housing programs in the public and private sector.
- Maintaining membership and regular participation in a local service club (e.g., Rotary, Kiwanis, Lions) to promote housing and community relations. Attending and participating in housing related local, state, and national associations.
- Attending training sessions as required.
- Other duties as assigned.

## Qualifications

Must have ability to:

- Understand and interpret highly technical material (e.g.: regulations, leases, contracts, etc.)
- Effectively write grant and funding applications.
- Problem-solve analytically at a high level.
- Communicate effectively in oral and written form.
- Accept responsibility and work independently of immediate supervision with a high level of consistency and efficiency.
- Maintain confidentiality on all program staff and agency related matters.
- Operate all types of office equipment, including computer and internet.
- Use all Microsoft business applications – Word, Excel, PowerPoint, Outlook, etc.
- Establish and maintain professional, positive, and effective working relationships with supervisors, staff, interns, volunteers, and clients.
- Maintain regular and punctual attendance.
- Work on-site at the Housing Authority main office location.

Education and Experience

- Bachelor's degree and/or have a minimum of five (5) years of work experience in administration and supervision.
- Minimum five (5) years of experience in housing management, community development, public administration, or a closely related field.

Special Requirements

- Must be personally bondable.
- Must have or be able to obtain a valid Washington State Driver's license and maintain a good driving record.
- Must have access to reliable transportation.
- Must provide proof of personal automobile insurance as per CCWHA Personnel Policies.
- May be required to carry CCWHA issued cell phone or use personal cell phone for CCWHA business when necessary.
- Must have supervised a staff of 20 or more for at least five years.

Desired Qualifications

- Experience administering the Section 8 Housing Choice Voucher Program and related areas of housing quality standard, Family Self-Sufficiency, homeownership, and VASH programs a plus.
- Working knowledge of regulations regarding public housing agencies including HUD, and USDA Rural Development and Tax Credits.
- Experience incorporating Diversity, Equity, Inclusion and Belonging (DEIB) principles into organizational operations.
- Bilingual in English and Spanish.

Salary Range

\$135,000.00 – \$155,000.00

Work Schedule

- CCWHA has a schedule of Monday-Thursday, 10-hour days, with the office closed on Fridays.

## Wenatchee Valley, WA

Located in the central part of the state, Wenatchee, known as “The Apple Capital of the World”, is nestled in the foothills of the Cascade Mountain range at the confluence of the Wenatchee and Columbia rivers. Wenatchee Valley, of which Wenatchee is the hub, includes within its Washington Metropolitan Statistical Area, all of Chelan and Douglas Counties - cities of East Wenatchee, Rock Island, Cashmere, Leavenworth, Entiat, and Chelan (total population around 110,884). The region has harnessed the power of their waters to provide electricity to the west and irrigation that is critical for growing fruit and producing the wine for which the area is known. In addition to agriculture and hydropower, Wenatchee Valley has a thriving medical community that serves as the hub of medical services for all of North Central Washington.

## Arts and culture

Wenatchee Valley is home to many performing arts groups including the Wenatchee Valley Symphony, Wenatchee Big Band, Columbia Chorale, Wenatchee Valley Apples and The Apollo Club. Music Theater of Wenatchee, Stage Kids, and several other theatre companies offer stage productions year-round.



Wenatchee also is home to Mariachi Huenachi, a much-celebrated mariachi program in the Wenatchee School District which performed at the US Capitol for National Hispanic Heritage Month in 2017. This group was also featured in a 2018 TVW documentary. The Town Toyota Center has featured high school mariachi ensembles from across the region. Mariachi Sol De Mexico gives clinics to high school musicians and gives an evening concert sometimes featuring famous musical artists.

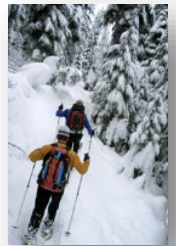
## Parks and recreation

Few places in the United States can boast of the natural assets that Chelan and Douglas counties possess along the east slopes of the Cascade Mountains.

More than 70 percent of residents in Chelan and Douglas recreate outdoors because it improves their physical and mental health, according a 2016 survey by EcoNorthwest. 54 percent cited relaxation and fun and 43 percent recreate because it means spending time with family and friends.

From scuba diving to depths below sea level to hiking to the highest point of Stormy Mountain at 7,198 feet elevation, you will find about every outdoor recreation opportunity through the four seasons of Chelan County. That is why it is called Washington's Playground.

The Wenatchee Valley and the surrounding areas provide an abundance of sports and recreational activities for any season. There are several facilities including the WRAC tennis club, an Olympic size swimming pool, an ice arena, several 18-hole and 9-hole golf courses, a 9-hole disc golf course, pickleball courts, futsal fields, and countless baseball diamonds and soccer fields, as well as two skateboard parks. There are many places to hike, fish and hunt for both birds and large game. Boating and water recreation are also quite common. Many kayak, windsurf, and water-ski on the Columbia. Whitewater rafting and inner tubing is frequent on the Wenatchee River. In the winter, the mountains near Wenatchee provide great snowmobiling, sledding at Squilchuck State Park, and skiing and snowboarding at Mission Ridge (30 minutes' drive) and Stevens Pass (1 hour and a half drive). Nordic skiing is available at Stevens Pass Nordic Center, Leavenworth (25-minute drive), and Methow Valley (1 hour and 45-minute drive).



The city also offers a large system of parks and paved trails known as the Apple Capital Recreation Loop Trail. The 10-mile loop along both banks of the Columbia River is used by cyclists, walkers, joggers, and skaters. The trail features an urban waterfront, as well as diverse natural habitats for wildlife in the area. The multi-use trail is well used by both recreators and commuters. Thousands of people use the trail each year, and it is accessible year-round. Even in winters with heavy snow, cross-country skiers and snowshoers love this route. The trail connects in the south at the historic Columbia River Bridge, also known as the walking bridge, and in the north at the Richard Odabashian Bridge. It passes through Wenatchee Confluence State Park. Many of the hillside areas surrounding the city of Wenatchee have been purchased by or have their rights held by the Chelan-Douglas Land Trust which protects them as a natural resource and as a site for hiking in the foothills.



## Education

Wenatchee and Eastmont Districts provide 2 early childhood learning centers, an inclusionary preschool, 13 elementary schools, 3 middle schools, 2 junior high schools, 2 comprehensive high schools, one alternative high school, a K-8 alternative parent partnership school, an internet academy, and a technical skills center.

The area also has several private schools including Children's Gate Montessori School, Cascade Christian Academy, The River Academy, St. Joseph Catholic School, and St. Paul's Lutheran School.