



Expect Excellence

**The Marion County Board of Commissioners
seeks an experienced, professional leader
for the position of**

**Marion County
Housing Authority
Executive Director**

Recruitment #HA ED-1

Closes June 28, 2013

Marion County
Business Services Department
Human Resources Division
P.O. Box 14500
Salem, OR 97309

MARION COUNTY HOUSING AUTHORITY



Edelweiss Village for Seniors
Mt. Angel, Oregon

The Marion County Housing Authority (MCHA) is a non-profit corporation with a successful track record of providing housing assistance to low-income families, the elderly, and people with disabilities who live in Marion County, Oregon. Located in Salem, Oregon, in the heart of the Mid-Willamette Valley, MCHA owns, leases, manages, develops and maintains housing for low and moderate-income households in nearly 25 communities throughout the county. The current Executive Director, who has served the agency for 25 years, is retiring and we're looking for an innovative and visionary leader with a deep passion for affordable housing with a blend of management experience and technical skills to guide the organization's future.

THE EXECUTIVE DIRECTOR POSITION

The Executive Director position requires excellent organization management, planning and financial skills, and a solid understanding of how to coordinate and leverage multiple public and private funding streams. As Executive Director, you would be responsible for overall agency direction, managing an \$8 million annual budget, implementing federal and state housing policies and programs, strategic asset management, and property development. The top candidate for this position will have a strategic perspective, manage people well, possess a special talent for building and maintaining relationships, and will be able to hit the ground at full stride.

It's a big job and for the right candidate it's a great opportunity to apply experience with affordable housing, expertise managing federal and state housing funds, working with local banks, and building community partnerships to lead one of Oregon's most highly regarded Housing Authorities. You'll lead a staff of 19 seasoned housing professionals who share your compassion and commitment to serving our community's affordable housing needs.

The Executive Director position works under the direction and policy guidance of the Marion County Housing Authority Board of Directors, which is comprised of the Marion County Board of Commissioners.

To learn more about MCHA, please visit our website at www.mchaor.us.

MARION COUNTY HOUSING AUTHORITY OWNS & MANAGES SEVEN APARTMENT COMPLEXES IN MARION COUNTY:

SENIOR HOUSING

Edelweiss Village, Mt. Angel
Hazelwood Estates, Woodburn
Oak Park Village, Stayton
Sheridan Senior Estates, Mt. Angel
Stayton Elder Manor, Stayton

FAMILY HOUSING

Wood Park Terrace, Woodburn
Creekside Duplexes, Aumsville
Evergreen Court, Jefferson
Meadowood Apartments, Jefferson

FARM LABOR

Farmdale, Woodburn
Harvest Manor, Silverton

For more information about the Marion County Housing Authority, please visit www.mchaor.us.

EXECUTIVE DIRECTOR RESPONSIBILITIES

The key responsibilities of the Executive Director include, but are not limited to:

- Overseeing day-to-day operations of the Housing Authority.
- Developing and managing the annual budget, including: HUD Section 8 funding, federal and state grant funds, and property development financing.
- Hiring and directing staff to implement MCHA goals and objectives.
- Directing asset and property management, disposition, and expansion of the MCHA-owned housing portfolio.
- Directing the management of Housing Authority programs and ensuring compliance with funding requirements, state and federal statutes, rules and regulations.
- Preparing materials and reports for the Housing Authority Board of Directors/Board of Commissioners.
- Developing strategic community and funding relationships to leverage resources and assets, and engaging the community in program planning and development.
- Coordinating activities and encouraging collaboration with state, regional, and national organizations.

EXPERIENCE/TRAINING/QUALIFICATIONS

MINIMUM REQUIREMENTS

1. A Bachelor's Degree in Public Administration, Urban Planning, Real Estate or other relevant field; and
2. A minimum of three years of experience working in affordable housing or community development organizations; and
3. At least five years of senior management experience, three of which must have included direct management duties; or
4. A satisfactory equivalent combination of education, training, and/or experience relevant to the position.

ADDITIONAL REQUIREMENTS

- A resume must be attached to the application form in order to be considered for this position.
- You must possess or obtain within 30 days of hire, a valid Class C Oregon Driver's License, and you must have an acceptable driving history.
- The finalist for this position will be required to pass a criminal history background check and a credit check. Conviction of a crime may not necessarily disqualify an individual for this position.

PREFERENCES

Candidates with an advanced degree such as a Masters in Public Administration or related degree are preferred.

THE WILLAMETTE VALLEY

Salem, the Marion County seat and the state capital, is one of the area's oldest cities and the third largest city in Oregon. Salem is located in the heart of the Willamette Valley, one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The principal industries are agriculture, government, food processing, lumber, manufacturing, education, and tourism. Salem has both private and public schools, pre-school through university level. There are four universities and two community colleges within a 30-mile radius.

The area is rich with parks, rivers, lakes, and recreational activities including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs and the Oregon State Fair. A short driving distance to the east there is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Shakespearean Festival in Ashland.

COMPENSATION AND BENEFITS

Administered through Marion County, the Marion County Housing Authority offers an exceptional compensation and benefits program. The annual salary range for this position is \$73,836 - \$98,952. Salary is dependent upon the qualifications and experience of the candidate selected. This is a full-time, salaried position, which is not eligible for overtime.

BENEFITS INCLUDE:

Insurance Coverage:

- ◆ Medical, prescription, vision and dental plans covering employees and dependents
- ◆ Employer-paid basic life insurance
- ◆ Accidental death and dismemberment plans
- ◆ Employer paid short-term disability plan

Annual Paid Leave:

- ◆ 12 vacation days
- ◆ 12 sick leave days
- ◆ 10 holidays
- ◆ 1 personal holiday

Retirement Benefits:

- ◆ Participation in the Oregon Public Service Retirement Plan (OPSRP)
- ◆ 7.5% monthly employer contribution to a 401(k) plan
- ◆ Oregon Savings Growth plan option
- ◆ (457) deferred compensation plan option

HOW TO APPLY

To submit an online application for this position, go to: <http://agency.governmentjobs.com/marion/default.cfm>.

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call (503) 566-3949 or e-mail kthompson@co.marion.or.us.

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.