

EXECUTIVE DIRECTOR
Mexico, Missouri Housing Authority (MHA)

The MHA seeks an Executive Director with a high regard for ethical leadership, a dedicated commitment to public service, organization integrity, and innovative solutions. All are in support of the MHA mission of providing quality, affordable housing to low-income Mexico, Missouri residents. Preference will be given to applicants willing to reside in Mexico within 90 days of hire. The position is immediately available. Applications will be accepted until September 13, 2024.

To view a detailed job description and learn more about MHA, email rjackson@mexicomissouri.org. To learn more about Mexico, Missouri please visit the following websites, www.mexicomissouri.net or www.mexico-chamber.org.

Job Classification: Full-time (Exempt)

Salary and Benefits: Negotiable

Reports to: MHA Board of Commissioners (BOC)

Scope of Operation: 208 public housing units, 151 Section 8 vouchers. Approximately 10 employees.

Interested candidates should:

- Submit contact information.
- Submit dated letter of interest, USPS or e-mail to contact below.
- Not contact MHA or BOC by telephone unless requested.
- Submit current resume including qualifications, training, and experience.
- Submit names and contact information for three professional references.

The hiring process will proceed as follows:

- BOC will review and evaluate applications received.
- BOC will select applicants for mandatory in-person interview.
- BOC will conduct any follow-up communication with applicants as deemed necessary.
- BOC may contact any reference provided.
- BOC will determine if the process produced one or more suitable candidates.
- BOC intends to hire an Executive Director by November 29, 2024, only from among suitable candidates.
- BOC will reopen the hiring process if no suitable candidate emerges.

MHA contact information:

- Rita Jackson, Chairperson of the Board of Commissioners, MHA
- USPS: Rita Jackson, Attn: Mexico Housing Authority, 300 N. Coal, Mexico, MO 65265
- E-mail: Rita Jackson at rjackson@mexicomissouri.org

The Mexico, Missouri Housing Authority is an Equal Opportunity Employer

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Job Description and Qualifications

Job Description

The successful candidate will:

- Exhibit a strong working knowledge of HUD rules and regulations as they pertain to Public Housing and Housing Choice Programs.
- Drive strategic planning processes and direct operational implementation thereof.
- Use capable judgement to determine when to act independently and when to seek guidance.
- Select, train, and assign personnel, delegate authority, and effect maximum efficiency.
- Oversee and safekeep MHA assets and property.
- Assure compliance with all reporting requirements.
- Serve as ex officio Secretary to the MHA Board of Commissioners.
- Comprehend complex government regulations, reports, contracts, and guidelines.
- Maintain a professional appearance at all times and promote a positive image for MHA when representing it before local civic and community groups.
- Meet performance requirements as determined by the Board of Commissioners.
- Act as a liaison between MHA and HUD and any other regulators.
- Respond to MHA and perform work related functions as required.
- Review bids and execute contracts in accordance with established procedures.
- Travel when position requires and attend night meetings when necessary.
- Receive and resolve complaints from staff, personnel, and citizenry.

Job Qualifications

The successful candidate will:

- Have earned a Bachelor's level degree from an accredited college.
- Have planned, developed, and delivered low housing management and maintenance services over five continuous years, three of which having been in an administrative capacity.
- Be bondable and possess a valid driver's license.
- Pass drug screening, criminal background, and credit checks.

Equivalency for any education and experience requirement will be considered at the option and in the sole discretion of the Board of Commissioners. Additional consideration will be given to those candidates having earned professional housing certifications and designations.

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