



Operations Manager | Helena Housing Authority

The Helena Housing Authority (HHA) seeks an Operations Manager. The position provides an exciting opportunity to work in conjunction with the Executive Director and Board of Commissioners to achieve the Authority's mission to provide quality affordable housing for eligible neighbors in the Helena community and promote opportunities to enhance life skills and personal achievement.

Helena is the state capitol of Montana and is a vibrant community that offers numerous opportunities for community involvement, enjoying the arts and the outdoors, and access to excellent educational and health care systems. Ideally located for outdoor enthusiasts near the Missouri River and the Rocky Mountains Continental Divide, Helena provides opportunities for fishing, swimming, camping, skiing, hunting, and boating; and offers downtown access to more than 90 miles of hiking, running, and biking trails.

Responsibilities

The position is responsible for meaningful and dynamic responsibilities within the authority including:

- Supporting the Executive Director in program management by performing research, providing technical support, ensuring policy and regulatory compliance, and ensuring service excellence;
- Overseeing the operation of housing programs including public housing, and Housing Choice Voucher programs;
- Managing research, program development, program and fiscal performance, and administrative (e.g., information technology, procurement, human resources) systems; and
- Managing and developing housing and administrative staff.

Compensation and Benefits

The salary range for this position is \$51,723 to \$62,317 based on the qualifications and experience the successful candidate brings to the position. Benefits include an excellent medical plan with a large network of providers, life insurance; and a generous paid leave program including holidays, sick leave, and vacation leave.

The HHA offers participation in the Montana Public Employees Retirement System, which provides a constitutionally-guaranteed retirement benefit where the employer contributes an amount equal to 8.47% of your salary toward your retirement. The Authority also offers a 457(b) Deferred Compensation Plan to supplement your retirement in a program where you are always 100% vested.

Qualifications

The position requires strong communication, teamwork, financial, regulatory compliance, and managerial skills. Requires a minimum of a bachelor's degree in a related field and five years' experience, or an equivalent combination of education and experience.

To Apply

Please review complete job description on the HHA website Employment Page (www.hhamt.org) and prepare and submit the following:

- An HHA application (found online on HHA website)
- A cover letter of no more than two pages in length that addresses the candidate's qualifications for the position.
- A resume that details the applicant's qualifications and work history.

HHA may ask finalists to provide supplemental information and will conduct interviews and reference/background checks.

The initial screening deadline for applications is Wednesday, March 29, 2017 at 5:00 p.m. Mountain Time. The position is open until filled. Please submit your application materials to: Attention: HHA Operations Manager Search; either electronically to kbohlander@mt.net or by mail to PO Box 1251, Helena, MT 59624.

HHA is an Equal Opportunity Employer.