



HOUSING KITSAP

Washington

EXECUTIVE DIRECTOR

\$125,000 - \$150,000

Plus Excellent Benefits

Apply by

March 28, 2021

(First Review, open until filled)

***P*ROTHMAN**



KITSAP COUNTY



Kitsap County is located on the Kitsap Peninsula in the central Puget Sound, directly across the water from Seattle. With a population of over 270,000 residents,

those residing in Kitsap County enjoy nearly 300 miles of scenic saltwater coastline, and many friendly, unique, laid-back communities. The Kitsap Peninsula is a great place to live and offers quality schools, vast recreation, a clean environment, an abundance of beautiful parks, cultural programs, convenient shopping, and excellent medical facilities such as the state-of-the-art Heart & Vascular Center at Saint Michael Medical Center.

The unincorporated community of Silverdale, home to Housing Kitsap, is centrally located on the Kitsap Peninsula and is the largest retail shopping hub in the region. Despite many attempts at incorporation, Silverdale remains an unincorporated community. The community is known for its stunning views of Dyes Inlet, Mount Rainier, the Olympic Mountains, and beautiful sunsets. Silverdale also offers scenic trails such as the 6-mile Clear Creek Trail, award-winning breweries, and easy beach access that provides plenty of outdoor fun for residents and visitors alike.

The County's largest city, Bremerton, is home to 42,000 residents, and serves as the urban center for the Bremerton-Silverdale Metropolitan Area. For over a century, the City of Bremerton has been home to Puget Sound Naval Shipyard, which employs over 9,000 civilians that service U.S. Navy ships. In addition, nearly 6,000 active duty military personnel are based at this site. To the south, the City of Port Orchard serves as the seat of Kitsap County. This small city is located on the Sinclair Inlet and is home to 14,734 residents.



As a waterfront community, the City of Port Orchard offers numerous marinas that provide all who visit with convenient accommodations and a downtown corridor known for fantastic shopping, museums, entertainment, galleries, and dining.

Bordering the eastern edge of Kitsap County, Bainbridge Island is just 35 minutes from downtown Seattle via ferry, and is a vibrant, diverse community. The island's 25,000 residents enjoy an eclectic mix of farms, wineries, multiple parks, numerous hiking trails, golf courses, museums, local arts, and many community events hosted year-round. Bainbridge Island, along with the fast ferry to Bremerton, provide the closest getaway destinations by ferry from Seattle. To the north of Bainbridge Island, the City of Poulsbo's 11,200 residents maintain a rich Scandinavian heritage, which earned the small city the nickname "Little Norway". The City offers a picturesque downtown core of traditionally Norwegian painted storefronts and shopping areas at Poulsbo Village, along Viking Avenue, and in the College Market Place. The City also maintains a boardwalk along Liberty Bay, the Valborg Oyen Public Library, three marinas, and an abundance of interesting gift shops and locally owned bakeries.

THE AGENCY

Headquartered in the community of Silverdale, Housing Kitsap provides quality affordable housing and homeownership opportunities to families and individuals within Kitsap County's local communities. Housing Kitsap serves all of Kitsap County excluding within the Bremerton city limits. The Housing Authority has formed nonprofit organizations and limited partnerships to facilitate acquisition and construction of public and private housing and other community developments. The agency has been offering and administering the U.S. Department of Agriculture's Mutual Self-Help Program in Kitsap and surrounding counties since 1973 and contracts with the Bremerton Housing Authority to administer the Section 8 Housing Assistance Payments Program.



Housing Kitsap is administered by a seven-member Board of Commissioners, including three Kitsap County Commissioners, the mayors of the cities of Port Orchard and Poulsbo, a Council Member of the city of Bainbridge Island, and a resident from one of the Housing Authority projects. The Board appoints an Executive Director to oversee the housing Authority's daily operations as well as its approximately 52 employees.

The Housing Authority receives revenue from a variety of sources, including rent from tenants, federal and state grants, proceeds from sales of property, property management fees and developer's fees, and operates on an approximate annual budget of \$14 million. Housing Kitsap has over \$100 million in assets, 17 properties in three cities and the County, approximately 890 units including 136 public housing units serving over 2,500 individuals, 423 housing choice vouchers, and 20 units per year of self-help home construction. Housing Kitsap utilizes four departments including: Administration (5.3 FTEs), Property Management (29.5 FTEs), Finance (7 FTEs), and Self Help/Single Family (8.8 FTEs).

THE POSITION

Reporting to the seven-person Board of Commissioners, the Executive Director is responsible for all aspects of the housing authority's operations, including all legal entities owned and operated by the housing authority. Responsibilities of the position include coordinating agency operations, policy development and planning, projecting a positive image of the agency to the community through various public relations, working to develop a sense of community for residents within their homes, their development and their community, and representing the authority's policies and programs to service and funding partners.

For a full job description and to learn more about the attributes and commitments of the position, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. Housing Kitsap has done an excellent job over the past few years moving the organization forward in its next evolutionary step by streamlining processes and advancing internal software to track projects more efficiently. The Executive Director will display exemplary leadership and management, leading the organization forward by updating aged and no longer supported technology platforms, and by establishing financial stability for the organization in such a way that Housing Kitsap is recognized as a solid source of affordable housing, with timely report to interested parties.
2. The Executive Director will be charged with communicating effectively with regulatory agencies about Housing Kitsap's adherence with funding and fiduciary requirements.
3. The selected candidate is expected to be involved in the Kitsap Community and be able to determine developing local community needs and resources in an effort to continually create more housing.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in urban planning, public administration, business administration, finance, or a related field, and a minimum of five (5) years' experience in public housing management, public administration, public finance, or similar employment is required. The ideal candidate will have a master's degree in a related field. Possession or ability to obtain and retain a valid Washington state driver's license is required.

The selected candidate must have thorough knowledge of housing management; a working knowledge of HUD programs, policies, and procedures; and have extensive knowledge of state and federal-assisted housing program laws and regulations including interpretation, development, and implementation of policy directives and changes. Previous experience as a director or senior level management personnel for a housing authority or community development agency will enhance an individual's chance for success in the job and is desirable.

Necessary Knowledge, Skills and Abilities:

- The ideal candidate will provide support to the Board, display emotional intelligence, be comfortable and effective with the politics of local governments, use teambuilding to instill confidence in staff, relate to people respectfully, and have the ability to move people going forward together on agency goals.
- Experience in development projects to include a thorough understanding of techniques for determining and developing local community needs and resources. Candidates must understand the complexity of the development process.
- Considerable knowledge of federal grant application development and administrative policies and procedures. The ability to read, understand, and negotiate contracts and legal documents.
- Previous experience in managing personnel including the ability to communicate, train, counsel, and discipline employees effectively, to conduct effective performance appraisals, and to create a harmonious working environment.
- Strong written and verbal communication and interpersonal skills as direct communication with supervisors and employees, either individually or in groups, is an integral part of this job.
- Ability to develop and maintain extensive connections on a local, state, and federal level with a variety of community groups, government officials, contractors, architects, realtors, and other individuals including persons of varying knowledge and education levels to elicit information and effectively design, implement, and maintain existing and potential housing programs.
- Ability to travel on a regular and ongoing basis to local, regional, and nationwide sites and meetings; to speak or to otherwise make effective presentations before public and private agencies, officials, and other groups or individuals. Travel often includes driving within the local, state, and regional area in order to attend meetings and/or inspect properties.

- Knowledge of real estate development and basic knowledge of construction management.
- Housing development and redevelopment experience, particularly in multifamily housing, and strong HUD and Rural Development Agency housing program experience.
- A finance background with success in reporting to external and internal stakeholders, and the ability to manage loans and use financial data for strategic decisions making.

**COMPENSATION & BENEFITS**

- **\$125,000 - \$150,000 DOQ**
- Medical, Dental, and Vision Insurance
- Life, AD&D, Disability, and EAP
- WA PERS
- 457b (3.1% Employer Match)
- 12 days of Vacation/Administrative/Personal leave
- 12 days of Sick Leave
- 12 Paid Holidays
- \$500/month Car Allowance
- Business Cell Phone and Email
- Optional Additional Life and AD&D

Please visit:
www.housingkitsap.com

Housing Kitsap is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 28, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Housing Kitsap, WA – Executive Director**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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