



TETON COUNTY JOINT HOUSING AUTHORITY

JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR, TCJHA

The Teton County (Idaho) Joint Housing Authority (TCJHA) seeks an innovative and collaborative leader who is experienced in developing and implementing community and affordable housing programs, preferably in resort areas or fast-growing communities, and is looking for both a rewarding career opportunity and a chance to live in one of the West's greatest communities!

Teton Valley lies at the base of the Teton Mountain range in far eastern Idaho, adjacent to Jackson Hole, Wyoming, Grand Teton National Park and Yellowstone National Park, with Grand Targhee Resort located just 11 miles from the county seat of Driggs, Idaho.

The Executive Director will be the first employee for the 18-month old TCJHA and will be instrumental in launching several planned housing projects, an ADU incentive program and other new initiatives as well as crafting the supporting rules and administrative processes, and communicating progress and opportunities to the public.

The position will be housed at Teton County, Idaho, which provides a comprehensive benefits package including retirement (PERSI), insurance and paid leave. Rental housing will also be made available by TCJHA if needed.

Applications for the TCJHA Executive Director position are due by 5pm (MST), April 4th, 2022. An application form, full position description, benefits description and related information is available on the Teton County employment webpage: <https://www.tetoncountyidaho.gov/jobs.php>. Applications along with cover letter and resume or any questions regarding this employment opportunity should be submitted to TCJHA Secretary, Doug Self, at DSelf@DriggsIdaho.org.

JOB DESCRIPTION

FLSA: Exempt

Effective Date: February 2, 2021

Salary Hiring Range: \$73,174 - \$84,718 (Teton County Salary Grade 11)

NATURE OF WORK:

The Executive Director provides leadership, technical expertise and administration services under the general direction of the Teton County Joint Housing Authority's Board of Commissioners and is responsible for developing and implementing programs and projects to meet the Authority's adopted housing goals, while facilitating strategic planning and managing the day-to-day operations of the organization.

DUTIES AND RESPONSIBILITIES:

- Facilitates regular updates to the Housing Needs Assessment, Affordable Housing Strategic Plan and Housing Supply Plan, including management of consultant procurement process and contracts;
- Regularly engages with the public (particularly with demographic groups most impacted by housing affordability), local jurisdictions, community groups, employers and regional partners to gather and share information and collaborate in the development and implementation of workforce and affordable housing solutions, including continued development of capital and operations funding;
- Implements the Affordable Housing Strategic Plan by proactively proposing, evaluating and executing workforce and affordable housing initiatives, recommending regulatory and other actions, building supportive partnerships and securing required resources;
- Implements the Housing Supply Plan by facilitating land acquisitions, publishing project RFPs, evaluating developer proposals and drafting necessary contracts in consultation with the Authority's attorney and technical consultants;
- Prepares and successfully implements an annual work program through demonstrated and measurable action steps and ensures the work is completed in a timely, effective and fiscally responsible manner;
- Positions the Housing Authority as the community's hub for all restricted housing units and other housing programs, including negotiating necessary agreements with other owners of restricted housing units;
- Develops and maintains a complete database of deed-restricted units in the community and certifies compliance of these units with their respective restrictions;
- Prepares and regularly evaluates deed restriction documents and other housing program agreements in consultation with the Authority's attorney and other technical consultants;
- Develops, maintains and promotes efficient application processes for housing units and programs;
- Oversees development and maintenance of a comprehensive website that supports the Authority's planning, programs and projects;
- Prepares and administrates the Authority's annual operating and capital budgets;
- Ensures compliance with all applicable state statutes and federal requirements in regards to Authority board and committee meetings, finances, reporting, records retention, conflicts of interest, etc.;
- Additional duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in public administration, housing, urban or regional planning, business administration or similar field and four (4) years of government or nonprofit experience, including in a leadership position; or a Master’s degree with at least (2) years of experience; or an equivalent combination of education, experience, and training.

Licenses/Certification(s):

Valid Idaho Driver’s License is required.

DESIRED KNOWLEDGE & ABILITIES:

Knowledge of:

- Housing, real estate, land development and related industries;
- Federal and state housing programs, methods, terminology and data;
- Social and economic resources available to low and moderate-income families;
- Principles and practices of community development, land use planning and regulations;
- Public outreach and engagement practices;
- Building codes and code enforcement principles;
- Processes for developing and administering budgets;
- Local governmental organization operations, policies and procedures, particularly for other housing organizations and/or in the state of Idaho.

Ability to:

- Develop and implement complex work plans in a mostly independent setting;
- Communicate effectively in writing and in public (Spanish language fluency desirable);
- Analyze policies, programs and projects and utilize associated mathematical methods;
- Read, interpret and draft legal documents;
- Read and analyze site and building design documents;
- Utilize standard office equipment, hardware and software, including spreadsheets

WORK ENVIRONMENT:

Work is performed in a standard office environment using standard office equipment, with occasional travel to meetings and project work sites. Position involves competing demands, performing multiple tasks at once, and working to meet deadlines.

Reviewed By: _____	Date: _____
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Print Employee Name _____

Employee Signature _____ Date: _____