

**Wakulla County  
Board of County Commissioners  
Planning and Community Development Director**

**Director of Housing**

The Wakulla County Board of County Commissioners is seeking qualified applicants for a full time position as the Director of Housing. The successful candidate will work under limited supervision responsible for the overall management of all housing related activities and will provide supervision for all professional and administrative staff; will be responsible for establishing budgets and all financial and fiscal expenditures and receipts including administrative and fiscal responsibilities with HUD. Responsible for administering leases, contracts and amendments; communicating with Section 8 landlords and tenants to resolve disputes; Energy Assistance, Weatherization and SHIP clients; conducts informal hearings if necessary. Must have knowledge of general operations and procedures of a Public Housing Agency, housing bond issues, knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications and housing bond issues. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Board of Commissioners and/or HUD. Must have knowledge of federal, state and local laws and policies, procedures, requirements, philosophy of public housing affecting the operation of a Housing Authority in the state of Florida and as a recipient of federal housing funds. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractor, residents, HUD, and local, state and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds. Graduation from an accredited college or university and 3-5 years experience in grant administration procedures including personnel and program supervision experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

For a more detailed job description, contact Colleen Skipper at the BOCC office. To apply, send a Wakulla County application to Human Resources, P.O. Box 1263, Crawfordville, FL 32326. Applications may be obtained by visiting our website at [www.mywakulla.com](http://www.mywakulla.com) or at the County Administrator's office. If you have questions, you may contact the County Administrator's office at 850-926-0919. Drug screening is required. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/Equal Opportunity Employer. Salary range is based upon qualifications; however, position currently budgeted for \$47k. Closing date is February 16, 2007.