



Executive Director Winter Park, FL



Gans, Gans & Associates

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Winter Park Housing Authority

The Winter Park Housing Authority (WPHA) was created by a City of Winter Park ordinance in 1970. WPHA owns 707 apartments, including 119 public housing units, across 6 multi-family rental properties.

WPHA assists good people from all walks of life. Many are elderly, disabled, or have experienced hardships that have prevented them from achieving financial stability. Some facts about WPHA's tenants and housing:

- 55% of WPHA residents are employed
- 35% of WPHA units are occupied by seniors or people with disabilities
- 65% of WPHA units are occupied by families with children
- More than 200 minors live in WPHA apartments
- Less than 1% of WPHA tenants receive Aid to Families with Dependent Children (AFDC)

While reliable housing is one of the most basic needs, it alone does not solve all problems. WPHA works closely with numerous agencies and organizations to help those in need achieve more stable, fulfilling, independent lives. These include, but are not limited to:

- The US Department of Housing and Urban Development
- The City of Winter Park
- Winter Park Health Foundation
- Winter Park Library
- Workforce Central
- Boys and Girls Clubs of Central Florida
- Orange County Housing and Community Development
- Lutheran Counseling Services
- Jewish Family Services

Position Summary

This is highly responsible administrative and technical management work which carries out the functions and activities necessary for the effective and efficient operation of the Authority. The incumbent provides overall leadership and guidance to professionals engaged in carrying out the daily operations of the Authority which include planning, organizing, and directing a comprehensive program of public housing administration, and affordable housing preservation and development. The Executive Director oversees community social, cultural, and individual enrichment programs for residents; oversees administration of grants and related federal assistance programs; plans, develops, and implements objectives, policies, and procedures in accordance with board directives. The Executive Director oversees budget development and presents the organizational budget to the Board for final approval. The Executive Director confers with the management company and reviews activities, reports, and data to determine whether goals have been met and what changes if any would benefit the WPHA.

Independent judgment and decision making required. All work performed within the general policies established by the WPHA Board of Commissioners and regulatory framework established by the U.S. Department of Housing and Urban Development (HUD). Work is subject to review and audit by both parties.

Responsible to Winter Park Housing Authority Board of Commissioners.

Essential Functions

- Serves as Secretary to the Board of Housing Commissioners.
- Performs and supervises administrative tasks and responsibilities related to the preparation and presentation of all reports and recommendations to the WPHA Board of Commissioners.
- Participates in the meetings of the WPHA Board of Commissioners to give technical counsel, report on operations, discuss problems, make recommendations, and seek direction.
- Participates in resident meetings, community meetings, City of Winter Park meetings, WPHA meetings, etc., as appropriate, to effect communications between these groups and the WPHA regarding housing problems and/or issues.
- Promotes WPHA public relations through various means such as presentations to interested agencies, groups, and organizations. Represents the WPHA in the community, with HUD, and other groups and agencies and stays abreast of developments and trends in public and affordable housing issues.
- Directs the work in analyzing the WPHA's budgetary needs, financial feasibility studies, and investment of funds.

- Conducts strategic planning including the formation of short and long-term goals and plans for the WPHA by directing the establishment and maintenance of the Five-Year Plan.
- Directs the coordination and implementation of all programs to assure the provision of safe, decent, and sanitary housing.
- Develops affordable housing opportunities for residents in the community and other special projects as related to WPHA needs.
- Implements and interprets Federal regulations affecting the WPHA's housing programs. Monitors operations by reviewing records and reports and assuring Public Housing Assessment System (PHAS) and other reports are submitted to HUD in a timely manner with accurate and acceptable scores.
- Conducts informal hearings for residents and applicants and resolves problems that are not resolved at a lower level.
- Serves as Contracting Officer for the WPHA which includes overseeing contracts according to the procurement policy, assuring provisions of contracts and agreements are followed and authorizes payments.
- Inspects and supervises all modernization programs.
- Performs other related duties as assigned.

Minimum Qualifications

Knowledge, Skills and Abilities

- Knowledge of HUD, other federal, state, and local policies, procedures, laws and regulations related to the operation of a public housing authority.
- Knowledge of real estate, housing rehabilitation, and landlord/tenant laws.
- Working knowledge of fiscal management
- Ability to communicate effectively both orally and in writing.
- Ability to exercise sound independent judgment and make decisions on own initiative.
- Ability to work with community resources to enhance supportive services to residents.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to establish priorities and deadlines to assure efficiency that meets expectations.

Education

- Bachelor's degree or higher in business or public administration or related

Experience

- Minimum 5 years management experience in public housing or similar organization
- Experience working with elected officials, public and private funding agencies
- Experience working with various cultural and economic backgrounds
- Independent judgment
- Excellent verbal and written skills

Additional

- Obtain and maintain a FL driver's license
- Must be bondable

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Kimberly Sallie
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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.





Winter Park is a city of about 28,486 residents located just north of Orlando in Orange County, Florida. One of Florida's finest cities, it is famous for its stately trees, abundant parks, brick-lined streets, spectacular homes, museums, vibrant lakes and fine shops along Park Avenue.

Chartered in 1887, the city was originally developed as a winter resort for wealthy Northerners seeking refuge from the harsh winters and a tranquil place to rest and relax. Fortunately, the city has maintained its natural beauty throughout the years.

The city was originally named Lakeview in 1858 and re-named Osceola in 1870. Eleven years later, the name Winter Park was chosen by its founders. Loring Chase and Oliver Chapman, who during an informal discussion, decided they wanted the name to be something about a park in winter – thus the name Winter Park.

Tourists came to the city originally to enjoy Winter Park's beautiful lakes, warm temperatures and natural surroundings. Today they can enjoy these same amenities in addition to great restaurants, museums, entertainment, theater, outdoor activities, festivals and much more.

Rollins College, the oldest college in Florida and the nation's premiere liberal arts college, was founded here in 1885 by New England Congregationalists who sought to bring their style of liberal arts education to Florida.

A college that has produced Rhodes, Fulbright, Goldwater and Truman Scholars, as well as a Nobel laureate, Rollins has been praised by Time Magazine. It is consistently listed by U.S. News & World Report as one of "America's Best Colleges".

The city's most prominent features include its lakes, tree canopy, bricked streets, shopping district on Park Avenue. Rollins College and Central Park. Central Park is a large, open park featuring towering trees, friendly squirrels, and inviting park benches. The park was deeded to the city by one of its most influential early citizens – Charles Hosmer Morse.

The City of Winter Park's population is up from 22,339 in 1980, largely due to annexation. The City is nine square miles in area, and its average elevation is 100 feet.

Incorporated in 1925, the City of Winter Park is governed by four City Commissioners and a Mayor, all elected at-large for three-year terms. Daily operation of the city is the responsibility of the City Manager, who serves at the pleasure of the Mayor and City Commission. The City Manager is responsible for hiring and supervising a professional staff to carry out the directives and policies of the Mayor and City Commission.

Pedestrian & Bicycle Program

A good number of Winter Park residents and visitors enjoy walking and cycling for recreation or transportation.

Winter Park is committed to be a pedestrian and bicycle friendly community. In this effort, a Transportation Advisory Board was created of residents to work with city staff to improve all modes of transportation.

Their mission as it relates to walking and biking is "To create and promote a viable and safe pedestrian and bicycle-friendly infrastructure and promote these modes of transportation throughout the city."

As a completed plan, the city will now work toward implementing a pedestrian and bicycle facility network linking neighborhoods with parks, schools, and activity centers, as well as providing connections with surrounding communities.

Winter Park recognized as 2017 Bicycle Friendly Community of the Year by Florida Bicycle Association
Winter Park recognized as Bicycle Friendly Community SILVER by League of American Bicyclists

Winter Park Public Library

The Winter Park Public Library is located in the heart of Winter Park. Its origins date back to 1885, when nine women organized to create a lending library for their small community, which was still in its infancy at the time.] The library has been located at its present site since 1979.

The Langford Resort Hotel

The Langford Hotel served as a gateway to "Old Florida" attractions in Central Florida and a community social hub for decades.

Famous guests included Dean Martin, Frank Sinatra, Ray Charles, Larry King, Hugh Hefner, John Denver, Langford winter resident Lady Bird Johnson, and President Ronald Reagan and his wife Nancy Reagan, who celebrated their 24th wedding anniversary there. Reagan gave a campaign speech at Rollins College and stayed at the Langford in 1976.

The Langford was celebrated in a party in late 1999, closed, and was demolished. A portion of the former Langford property (as of mid-2009) has been developed into luxury mid-rise condominiums. The remaining parcel was redeveloped and in 2014, a boutique hotel named the Alford Inn, owned and operated by Rollins College opened at the site of the original Langford Hotel.

The Winter Park Sidewalk Art Festival

The Winter Park Sidewalk Art Festival is one of the nation's oldest, largest juried outdoor art festivals, rated among the top shows by Sunshine Artist and American Style magazines. In 2012, about 1,200 artists from around the world applied for entry, and an independent panel of judges selected 225 national and international artists to attend the show. The National Endowment for the Arts, the White House, Congress, and many others have lauded the Festival for promoting art and art education in Central Florida. An all-volunteer board of directors runs the annual festival, now in its 50th year.



Education

Orange County Public Schools is now the ninth largest school district in the United States and the fourth largest in Florida. The district serves more than 207,000 students at 191 schools and is the second largest employer in Central Florida with about 24,000 team members.