

PLAINS HR SERVICES

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HR BULLETIN #24-44

CAREER OPPORTUNITY Manager Meadow Lake Housing Authority

The Board of the Meadow Lake Housing Authority (MLHA) is looking for a manager to continue to lead a successfully managed portfolio of 224 units in Meadow Lake, Loon Lake, and Dorintosh with an estimated annual operating budget of \$1.6M. With a dedicated and talented team of 7 direct reports, and contracted services, you will manage and oversee the complete operations while meeting the objectives and policies of SHC and the Board. You will promote the efficient and respectful delivery of housing that benefits tenants most in need in the provision of safe, secure, and affordable housing. Your key responsibility areas are:

- Oversight of the properties and assets that includes developing and maintaining plans, policies, and goals within the operational framework and developing and managing modernization and improvement plans for the assets.
- Ensure efficient and respectful delivery of safe and secure housing services and programs to those most in need; develop partnerships with community agencies, government, etc. to promote the housing authority to further the growth and development of the HA.
- Develop and manage annual budget, expenditures, variances, develop and implement effective procedures to ensure the financial resources of the HA meet requirements, ensures the tendering process and management of contracted services is completed and compliant with policies and guidelines.
- Provides leadership, guidance, and support to the Board to enable sound decision making.

To be considered, you will have successfully completed an undergraduate degree in either business, social work, psychology, human services, or similar, and have five years of related experience; or an equivalent combination of education and experience. Proven experience in financial management, budgeting, planning, and reporting to a board is required. You are a whiz working with the JD Edwards or a similar system and the MS Office suite. You can easily find your way through the Residential Tenancies Act, National Building Code, tendering and contracting processes.

In addition to all of the above, you are a natural with people and are able to resolve conflict. You can easily develop trusting relationships with all of your stakeholders, you embrace diversity, and you have superb oral and written communication skills. A valid SK driver's license is required, and an offer of employment is contingent on a clear enhanced criminal record check.

If this opportunity interests you, please submit your resume or questions in confidence by **November 15/24** to hr.plains@housingauthoritysk.com. The anticipated start date is December 1, 2024.

PLEASE COPY/POST TO ALL STAFF

We thank all who apply but will contact only the applicants selected for an interview.