



Announces the recruitment for:

Executive Director

The mission of the Lawrence-Douglas County Housing Authority is to provide safe and decent housing to the low income population of Douglas County.



This is an excellent opportunity for a skilled administrator with proven leadership ability who is committed to public service, organizational integrity, and innovative solutions to the community's affordable housing needs.

The Board of Commissioners for the Lawrence-Douglas County Housing Authority (LDCHA) is seeking highly qualified individuals to consider for the position of Executive Director. This outstanding career opportunity is the result of the pending retirement (December 2010) of a long-standing and highly regarded Executive Director. The Board will draw from a national pool of qualified candidates to select the top individual to oversee this well-run organization supported by a dedicated, loyal and talented staff. Top candidates under consideration will have excellent interpersonal and communication skills combined with a hands-on approach to managing the organization. The Board of Commissioners have a high regard for ethical leadership and will place significant value on a candidate's career history, leadership, personal and professional integrity combined with a strong commitment to public service.

The LDCHA is one of a very select group of housing authorities across the nation chosen by HUD to participate in the Moving to Work Demonstration (MTW) program. Under MTW the LDCHA has been granted broad waivers from federal regulation to design and test new strategies to move public housing and Section 8 families to work. The LDCHA has HUD approval to implement rent and other housing policy reforms that greatly deviate from federal regulations.

The History of LDCHA

The Lawrence-Douglas County Housing Authority was created in 2001 through the merger of the Lawrence Housing Authority and the Douglas County Housing Authority. The predecessor, Lawrence Housing Authority, was created in 1968 under the Kansas Municipal Housing Act as an independent agent of the City of Lawrence charged with developing, operating and managing low rent housing for the low-income population of Lawrence. The Douglas County Housing Authority was created in 1983 by the Douglas County Commission for the purpose of administering the Section 8 Certificate Program in Douglas County. Through an Administrative Agreement between the City of Lawrence and Douglas County, the Lawrence Housing Authority was designated as the administering agency for the Douglas County Housing Authority program. With the passage of the Quality Housing and Work Responsibility Act of 1998, the dual administrative nature of the Lawrence Housing Authority became impractical given the new annual planning and board requirements placed upon housing authorities. As a result, on January 1, 2001, through a joint resolution of the City of Lawrence and Douglas County, and with the approval of HUD, the two housing authorities merged.

Today, all but 56 of the LDCHA's 1,065 units are leased in the City of Lawrence and all LDCHA-owned housing, including its 433 housing units, are also located in Lawrence.

Governance Structure and Authority of LDCHA

The LDCHA is governed by a five member board of commissioners, two appointed by the Douglas County Commission and three by the Mayor of the City of Lawrence. The Resident member is an appointee of the City of Lawrence.

The LDCHA is constituted with the powers to:

- Plan, construct, maintain, operate and manage low rent housing developments of the City of Lawrence and Douglas County, Kansas;
- Enter into contracts with federal, state, or local governments for funds to plan, develop, support, construct, acquire or provide housing and housing developments for the low-income;
- Enter into public and private joint ventures;
- Enter into cooperative agreements with other incorporated jurisdictions of Douglas County to carry out affordable housing plans and developments for the low-income in those jurisdictions.

The two primary roles of the housing authority are as
(1) a provider of affordable housing



and (2) a housing developer. Presently, the LDCHA operates eight (8) different affordable housing programs. Included in the role of housing provider is the responsibility to provide effective and equitable management services and to maintain and steward the agency's real estate portfolio.

LDCHA partners and collaborates with other local agencies to provide housing assistance to special populations including special needs and homeless populations. Additionally, the Authority operates programs that support economic uplift of its tenant population through a comprehensive program of resident services including homeownership programs. The resident services programs also include service to facilitate healthy families and healthy aging in place.

The Authority follows business and fiscal policies that strive to achieve long-term financial viability and solvency in a highly ethical and values-based organization.

Organization Structure

LDCHA is divided into eight departments: Administration and Business; Maintenance Operations; Capital Fund Program; General Housing Program; Program and Property Management; Senior Housing Program; Multi-family Housing; and Resident Services. The Authority employs 43 staff and operates combined budgets in excess of \$7 million.

The current organizational structure of the agency is included as an insert to this brochure.

The LDCHA is a Moving to Work Demonstration (MTW) agency. It has been designated a "High Performer" agency by HUD for its public housing program since 1992 and for its Section 8 program since the inception of the Section 8 Management Assessment Program.

The Position

This is an at-will position created by the retirement of a long-term and highly regarded executive. The Executive Director has served LDCHA as an advocate and innovator for more than 25 years and was appointed Executive Director in 1986.

The Executive Director directs the activities of the Housing Authority and formulates major operating policy to ensure judicious management of the organization.

Of vital importance to the overall mission of LDCHA, the Executive Director has significant latitude to pursue innovative real estate developments as well as formulate strategic initiatives to maximize affordable housing. Capitalizing on financial tools and incentives, the Executive Director, with approval from an active and progressive Board of Commissioners, formulates aggressive actions to leverage and develop housing projects that continue to gain award-winning national acclaim.

The Ideal Candidate

The ideal candidate will be an innovative leader with a commitment to continue the high standards of management and maintenance that have made the agency a nationally recognized housing authority, and have a strong passion for developing healthy communities through the creation of affordable housing opportunities in a dynamic urban environment. The successful candidate will eagerly embrace and aggressively pursue the mission of LDCHA through bold leadership of a progressive organization with a consistent history of delivering award-winning results.

The successful candidate will be a people-person with excellent communication skills that enjoys building meaningful relationships with an active and involved community. Working with a variety of stakeholders, the next Executive Director will be an effective consensus builder, honest and forward-thinking in his/her approach to organizational management. With proven business acumen, the successful candidate will bring a results-driven approach to day-to-day operations, real estate development, financing options, and service delivery. Additionally, this is a position that requires a "hands-on" approach to conducting the business and managing a public organization, and as a result, the ideal candidate will need to be very much involved in the preparation, development, writing, tracking and administration of the budget, reports and plans, and the oversight of the delivery of services to residents.

The successful candidate will have many of the following personal attributes:

- Strategic vision;
- Honest, straightforward and ethical leadership;
- Creative and innovative style of management;
- Appreciation for diversity;
- Passion for public service;
- Outstanding communication skills and ability to listen;
- Excellent interpersonal skills;
- Strong financial and budgetary expertise;

- Conflict resolution skills;
- Ability to quickly analyze and synthesize complex situations to form a rational/reasonable response;
- Solid writing skills; and
- Ability to lead and guide a talented and loyal team.

In summary, the new Executive Director will lead by example, inspiring staff and colleagues to always present their best qualities to the public being served. This top executive will have credibility and a genuine desire to represent the organization and the community served.

Education and Experience

Education – The position requires a Bachelor's degree in Business Administration, Public Administration, or a closely related field that is specifically involved with regulatory compliance. A Master's degree or other advanced degree is preferred.

Experience – This position requires a minimum of five (5) years of progressively responsible work experience in a public housing authority, a non-profit housing corporation, non-profit organization, or in related areas that would include full responsibility for staff supervision and budget.

This position requires proven leadership ability and a successful track record of working with an active board, staff, residents, and government and/or a community services organization.

Evaluation of Career History and Final Selection – Candidates will be evaluated based on their knowledge of housing, housing regulations, and public finance skills relative to overseeing an agency budget and related programs. Additionally, this position requires a background review and evaluation. Recent or current experience in the area of housing and/or community development is strongly desired. All highly qualified executives are strongly encouraged to submit qualifications for consideration. Final selection of top tier candidates by the Board of Commissioners will be based on the combination of education and experience that best fits LDCHA's needs.

Compensation and Benefits

The salary for the Executive Director is up to \$119,662 and will be based upon the selected candidate's qualifications, experience and salary history. LDCHA provides an excellent and competitive benefits package including retirement through the State of Kansas (Defined Benefit Plan with 6% Employee cost). Candidates should also be aware that LDCHA does participate in the national social security plan. Historically, salary increases for the Executive Director have been handled through merit and COLA adjustments. Moving and relocation expenses may also be included in the employment offer. Further details are available through the recruiting firm of Ralph Andersen & Associates.

To Be Considered

Interested candidates are encouraged to submit early in the process via email to apply@ralphandersen.com. Review of resumes will begin upon submittal of completed information. This position is open until a final selection is made by the Board of Commissioners. The first review of resumes will begin September 30 with the first round of interviews scheduled for October 13, 2010. Applicants are encouraged to apply by September 30, 2010 for optimal consideration.

Candidates are required to submit the following:

- Cover letter;
- Resume;
- Salary history; and
- Six (6) professional references.

This is a confidential process and references will not be contacted until mutual interest has been established. References will include current and past employers, professional peers and subordinates. Candidates should also be aware that in addition to references, Ralph Andersen & Associates will conduct a detailed background review on the top tier of competitive candidates including education and credentials, Department of Motor Vehicles, credit history and other verifications.

The Board of Commissioners will conduct preliminary screening interviews in mid-October. Finalist interviews on-site will take place in late October or early November. Candidates will be pleased to know that the outgoing Executive Director will facilitate an orderly transition of leadership, allowing for more flexibility in the process. The new Executive Director is expected to join LDCHA in late 2010 or in early 2011 based on a mutually agreeable date.

If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries welcomed.

Lawrence-Douglas County Housing Authority is an equal opportunity employer.





The City of Lawrence

The City of Lawrence, with a population of 89,852, has long been recognized as a leader in the cultural and educational affairs of the Midwest and has gained prominence for its planning commitment to quality of life. Lawrence possesses all the aspects of a friendly, active and culturally diverse community with the perfect combination of small-town hospitality and big city attractions. The City is also proud of its share of national recognitions and historical significance.

Douglas County includes four incorporated towns and cities – Lawrence, Baldwin City, Eudora and Lecompton. The County has a total population of 112,123. Lawrence, the county seat for Douglas County, is located on the Kansas River, 45 miles west of Kansas City (Kansas) and 35 minutes east of Topeka along Interstate 70. Kansas City International Airport, located on the outskirts of Kansas City, Missouri, offers regional and international airline connections within an hour's drive.

The City of Lawrence boasts one of the most vibrant downtown shopping, dining, and entertainment districts in the Midwest. It ranks 15th on John Villani's "the Best 100 Small Arts Towns in America". The National Endowment for the Arts ranks Lawrence 12th among cities in the U.S. with the largest percentage of professional artists in the workforce. The National Historic Trust named Lawrence one of its Dozen Distinctive Destinations, calling the City an example of the "best preserved and unique communities in America". U.S. News and World Report highlighted Lawrence as one of the best places to retire. The University of Kansas is consistently ranked as one of the top public universities in the country, with its Special Education and Masters of Public Administration programs listed as the best programs of all colleges and universities in the United States.



This region also boasts strong academics in elementary and high schools as well as opportunities for higher education. The City of Lawrence is home to two educational institutions of distinction: the University of Kansas (KU) and Haskell Indian Nations University. Approximately 30,000 students attend KU, which is ranked as one of the nation's most beautiful campuses. Haskell Indian Nations University is the nation's only inter-tribal university for Native Americans, representing more than 150 tribes from across the country. Also, within a short drive, Baldwin City is the home of Baker University, the oldest university in Kansas.



Education and Government are the largest employers in the City, followed by light manufacturing, retail and service sectors. The 10 major employers in the City of Lawrence are: (1) the University of Kansas; (2) Vangent, Inc., (3) Lawrence Public Schools; (4) the City of Lawrence; (5) Lawrence Memorial Hospital; (6) Hallmark Cards; (7) the World Company; (8) Amar Garage Doors; (9) Kmart Distribution Center; and (10) DCCCA (providing a variety of human services).

