

JOB OPENING

The Lexington Housing Authority has the following full-time position opening:

Position: **Executive Director**

Department: Housing Authority

Posting Date: May 1, 2017

Brief Description:

The Executive Director reports to a five-person Board of Commissioners and is responsible for all aspects of the housing authority's operations including administration, management, development, and financial control. The Executive Director plans, organizes, and directs all activities of the Housing Authority, subject to the direction, by-laws, and approval of the Local Housing Authority Board, assures compliance with all Federal, State, and Local regulations, and acts as Secretary for the Housing Authority. There are a total of 136 units owned by the Lexington Housing Authority. The Authority also manages 57 additional units and 122 Housing Choice Vouchers.

Desired Qualifications:

- Must submit to and pass a criminal background check.
- Must be bondable.
- Must have a minimum of 2 Years College education or Two Years Experience at a Housing Authority
- Must be able to keep all Housing Authority related matters confidential.
- Must have a valid Nebraska driver's license and own transportation available.
- Must not show or practice discrimination in any manner.
- Must become proficient in Lindsey Housing Software.
- Must either possess or within a year obtain a CPHM (Certified Public Housing Manager) Certification or equivalent certification.

Benefits include:

- Health Insurance
- Holidays
- Pension Plan
- Life Insurance
- Vacation/Sick Leave
- Salary Negotiable

Applications will be accepted through June 30, 2017, and may be obtained at Lexington Housing Authority, 609 E. 3rd Street, Lexington, NE 68850, (308) 324-4633; online at <http://info.cityoflex.com/lha.pdf>, or at Nebraska Dept. of Labor, 1501 Plum Creek Parkway, Suite #3, Lexington, NE 68850, (308) 324-2064. Please submit resume along with application. The Lexington Housing Authority is an Equal Opportunity Employer.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone (_____) _____ Social Security Number _____
Area Code

Rate of pay expected \$ _____ per hour

If employed and you are under 18,
can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed
in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status
will be required upon employment.)

On what date would you be available for work? _____

Are you available to work Full Time Part-Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? No Yes
(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain _____

AN EQUAL OPPORTUNITY EMPLOYER

Veteran of the U.S. Military service? Yes No If Yes, Branch _____

Indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals With Physical Or Mental Handicaps.

Government contractors are subject to 38 USC 2012 of the Viet Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Handicapped Individual Disabled Veteran Vietnam Era Veteran

Signed _____

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

1	Employer	Telephone ()	Dates Employed		Work Performed
	Address		From	To	
	Job Title		Hourly Rate/Salary		
	Supervisor		Starting	Final	
	Reason for Leaving				
2	Employer	Telephone ()	Dates Employed		Work Performed
	Address		From	To	
	Job Title		Hourly Rate/Salary		
	Supervisor		Starting	Final	
	Reason for Leaving				
3	Employer	Telephone ()	Dates Employed		Work Performed
	Address		From	To	
	Job Title		Hourly Rate/Salary		
	Supervisor		Starting	Final	
	Reason for Leaving				
4	Employer	Telephone ()	Dates Employed		Work Performed
	Address		From	To	
	Job Title		Hourly Rate/Salary		
	Supervisor		Starting	Final	
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications

acquired from employment or other experience. _____
