



## General Manager

The Kingston & Frontenac Housing Corporation (KFHC) is currently recruiting for the position of General Manager.

The General Manager is accountable to the KFHC Board of Directors for the effective administration and management of its housing portfolio, in accordance with established policies and procedures. The portfolio includes 967 rent geared-to-income (RGI) units, for which the City of Kingston is the sole shareholder. Additionally there are approximately 503 units administered through the Rent Supplement Program and 49 senior units under the Affordable Housing Program for a total portfolio of approximately 1519 units. KFHC owns approximately \$38 million of tangible capital assets and has an annual operating budget of approximately \$10 million.

The General Manager is responsible for creating a corporate culture that supports the achievement of strategic and operational objectives, developing and implementing strategic plans, monitoring and evaluating strategies with a goal of continuous improvement and promoting an environment of outstanding customer service as well as managing the day-to-day operations, finances and administration of the KFHC.

Key duties include: supervision of personnel and of operations relating to budgeting and financial systems, maintenance programs, human resources and property management; promoting good working relations with residents, elected officials of Municipal, Provincial and Federal governments, staff of social and community agencies and the public; ensuring compliance with the *Social Housing Reform Act* (SHRA), Service Manager rules and regulations, the *Residential Tenancies Act* (RTA), and supporting appointed Board members in matters related to the governance and operations of the KFHC.

The successful candidate's qualifications should include: a university degree or equivalent in one of the following - business administration, finance, public administration, social services or a combination of education and progressive property management experience; a minimum of 10 years of senior level management experience in a unionized environment; experience in the social housing field; able to demonstrate a comprehensive knowledge of all relevant legislation; experience in the areas of social service delivery systems and related community agencies. The successful candidate should also have strong project management skills, well-developed interpersonal skills, excellent communication, organization and implementation skills, good analytical and problem-solving skills, budget administration, strategic planning skills, contract negotiation experience and other related management skills.



Computer literacy is required in such programs as YARDI, MS Office (Outlook, Word, Excel & Power Point), and the Internet. The successful candidate must possess a valid driver's licence and have the use of a vehicle. The ability to communicate in both official languages is considered an asset.

SALARY RANGE - \$78,432 to \$97,893.

The Kingston & Frontenac Housing Corporation offers a generous benefits package commensurate with the position and the Housing Corporation's Human Resources policies.

Please reply in confidence by 4:30 p.m., August 16, 2010, referencing file number KFHC -01-01-2010 with full resume and cover letter to:

Chair of the Board  
Kingston & Frontenac Housing Corporation  
c/o City of Kingston  
Human Resources Department  
216 Ontario Street  
Kingston, ON K7L 2Z3  
Fax: (613)-546-1607  
E-Mail Address: [hrcity@cityofkingston.ca](mailto:hrcity@cityofkingston.ca)

**The Kingston & Frontenac Housing Corporation is an equal opportunity Employer.**