

Full Time Position - Executive Director

The Barnstable Housing Authority seeks qualified applicants for the full-time position of Executive Director to manage operations of a large housing authority.

The Executive Director is responsible for administration of 965 housing units: 85 units of family housing, 223 units of elderly/disabled housing, 52 units of special needs housing, 491 mobile Section 8 vouchers, 25 project-based Section 8 vouchers, 39 MRVP vouchers, 15 transitional units and 35 Shelter Plus Care units.

The position oversees the management of 19 employees.

Qualifications include: Six years or more experience in the field of housing management, community development, public administration, or a closely related field. Considerable knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction and the management of local housing authority operations. Must have a working knowledge of fiscal management, maintenance systems, personnel and administrative management systems in public or private housing. At least one year of supervisory experience overseeing a staff of seven or more is preferred. A bachelor's degree will be considered comparable to two years of experience. Excellent written, verbal, and computer skills necessary in order to effectively communicate with local officials, boards, residents and funding agencies. Experience working with people of various socio-economic backgrounds. Certification as a Public Housing Manager from a HUD approved organization is required, but may be substituted by certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a MPHA by a DHCD-approved Massachusetts Public Housing Administrator Certification Program. Must successfully pass a CORI screening and be bondable.

Minimum work schedule of 37 ½ hours per week. Salary or fee is commensurate with experience and Massachusetts Department of Housing and Community Development guidelines with a starting range of \$75,517 to \$78,162. A candidate will be selected in March 2014 with a starting date of April 1, 2014. The successful candidate must enter into a contract which will be reviewed and deemed acceptable to Department of Housing & Community Development (DHCD). Applicants should submit a cover letter, resume, and salary requirements to Executive Director Search Committee, Barnstable Housing Authority, 146 South St., Hyannis, MA 02601 on or before January 15, 2014. *Equal Opportunity Employer.*