

EMPLOYMENT OPPORTUNITY

Housing Executive Director - Part Time

The West Bridgewater Housing Authority is seeking an experience **part-time** housing administrator for the leadership and management of its programs, properties, and contracts. The West Bridgewater Housing Authority owns and operates 48 units of state-aided elderly/handicapped public housing.

Minimum Requirements: A minimum two years' experience in housing management, community development, public administration, or a closely related field. Knowledge of the principals and practices of housing management, finances and maintenance systems in public housing. One year's experience overseeing at least one staff persons or program administration is required. Experience working with people of various socio-economic backgrounds. Must be bondable. Excellent written and verbal communications skills are required. Knowledge of laws regulating State housing programs.

Certification as a Public Housing Manager (PHM) is desirable or obtained within one year of employment. Working knowledge and experience with capital improvement projects is preferred. Demonstrated the ability to learn and use the agency's computer system is preferred. A bachelor's degree in a related field may substitute for up to two years of experience

The maximum salary range \$29,000 and 30,900 will depend on experience and certification and will be in accordance with the DHCD Executive Director Salary Schedule and guidelines. The work hours are 16 hours per week, between the hours of 8:00am and 4:00pm. The days of the week and pacific hours to be worked each day will be determined between the applicant and the Board of Commissioners. The position provides vacation, and sick leave benefits on a pro-rated basis. A full job description is available upon request at the address listed below

Please submit your cover letter and resume no later than September 25, 2020

TO: Diane L. Perry, Chairperson, Board of Commissioners
West Bridgewater Housing Authority,
7 Esther Drive, West Bridgewater MA 02379.
A full job description is available upon request at this same address

The position is opened until filled.