

## EXECUTIVE DIRECTOR

### ADVERTISEMENT

The Andover Housing Authority seeks an experienced housing administrator for leadership and management of its programs, properties, and contracts.. The Andover Housing Authority owns and operates 218 units of state-aided elderly/handicapped public housing, 8 units of state-aided ch-689 housing, 56 units of ch-200 housing and 127 federal vouchers.

Minimum Requirements: A minimum of four years' experience in housing management, community development, public administration, or a closely related field. Knowledge of the principles and practices of housing management, finances and maintenance systems in public and private housing. One year's experience overseeing at least three staff persons or program administration is required. Excellent written and verbal communication skills required. Knowledge of laws regulating State and the federal housing programs. Experience working with people of various socio-economic backgrounds. Must be bondable. Certification as a Public Housing Manager from a HUD approved organization is desired or obtained within one year of employment. Working knowledge of and experience with the development/redevelopment of affordable housing and management of capital improvement projects is preferred along with a MCPPO certification. Demonstrated 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 salary is a maximum of \$97,464.00 depending on experience and certifications and in accordance with the DHCD Executive Director Salary Schedule/Calculation worksheet. The work week is 37.5 hrs. Per week with full benefits.

To apply in confidence, please submit cover letter and resume to [DVMainsail@gmail.com](mailto:DVMainsail@gmail.com)

With "Andover E.D. position" in the subject line. A full job description is available upon request at this same email address. DIVERSE APPLICANTS ARE ENCOURAGED TO APPLY.

The deadline for resumes is Friday October 15, 2021 by close of business. Late applications will not be accepted. The Andover Housing Authority is an E.O.E.

