

EXECUTIVE DIRECTOR/MANAGEMENT AGENCY

ADVERTISEMENT

The Hopkinton Housing Authority seeks an experienced housing administrator for leadership and management of its programs, properties, and contracts. The agency is also willing to consider proposals from other LH's acting in the capacity of a management agency. The Hopkinton Housing Authority owns and operates 92 units of state-aided elderly/handicapped public housing, 6 units of state-aided family housing. The agency also oversees the management of 12 units of project based housing financed through MHP. The tenant selection process is done by SMOC.

Minimum Requirements: A minimum of two 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 housing programs. Experience working with people of various socio-economic backgrounds. Must be bondable. Certification as a Public Housing Manager from a HUD/DHCD approved organization is desired or obtained within one year of employment.

The salary range is up to \$57,351.00 depending on experience and certifications and in accordance with the DHCD Executive Director Salary Schedule/Calculation worksheet. The work week is 26 hrs. Per week with full benefits.

To apply in confidence, please submit cover letter and resume to DVMainsail@gmail.com

With "Hopkinton 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 Monday May 17, 2021 by close of business. Late applications will not be accepted. The Hopkinton Housing Authority is an E.O.E.

