EXECUTIVE DIRECTOR/MANAGEMENT AGENT

ADVERTISEMENT

The North Reading Housing Authority seeks an experienced housing administrator/Management agency for leadership and management of its programs, properties, and contracts. The North Reading Housing Authority owns and operates 71 units/vouchers consisting of 40 state-aided elderly/handicapped public housing, 4 units of state aided family housing, 25 housing choice vouchers and 2 managed units of affordable housing consisting of a 1 bedroom and a 2 bedroom unit.

Minimum Requirements: A minimum of two years’ experience in housing management, community development, public administration, or a closely related field that demonstrates strong management and organizational skills. Knowledge of the principles and practices of housing management, finances and maintenance systems in public and private housing is desired.  Excellent written and verbal communication skills required. Willingness to work with people of various socio-economic backgrounds. Willingness and interest in working with tenants on a personal level. Knowledge of laws regulating State housing programs is desired.  Certification as a Public Housing Manager from a HUD/EOHLC approved organization is desired or obtained within one year of employment. Preferred but not required is a knowledge and understanding of the affordable housing needs of the town of North Reading.

The salary range is up to $45,018.00 depending on experience and certifications and in accordance with the EOHLC Executive Director Salary Schedule/Calculation worksheet. The work week is 18 hrs. Per week. To apply in confidence, submit cover letter and resume: DVMainsail@gmail.comWith “North Reading 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 March 27, 2023 by close of business. Late applications will not be accepted. The North Reading Housing Authority is an E.O.E.

