

The Arlington (MA) Housing Authority seeks an experienced and innovative housing administrator for leadership and management of its programs, properties, and contracts. The Arlington Housing Authority owns and operates 520 units of Ch. 667 housing, 13 units of Ch. 689 housing, 179 units of Ch. 200 housing, 1 unit of Ch. 705 housing, 2 affordable housing units, 6 MRVP, 2 AHVP, and 422 Housing Choice Vouchers.

Minimum Qualifications: Eight years' experience in public or private housing, community development, public administration, non-profit administration, or a closely related field that demonstrates strong management and organizational skills. Education may be substituted for experience in accordance with PHN 2021-03. Strong Management and organization skills required. At least three year's supervisory experience of a staff of ten or more is preferred. Excellent written and verbal skills necessary to effectively communicate with local officials, boards, residents, service providers and funding agencies. Substantial background in the implementation of management controls, systems, and business process change. Demonstrated record of creativity and innovation strongly desired.

Working knowledge of fiscal management, maintenance systems, personnel, and administrative management systems in public or private housing is desirable. 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 is desirable but not required, and may be substituted by high level business or other administrative experience. Experience working with people of various socio-economic backgrounds.

A Master's Degree in public or business administration, management, or a closely related field is preferred.

MCPPO certification is desirable or must be obtained within the first year of employment.

Certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a MPHA of a DHCD-approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment.

Diverse applicants are encouraged to apply.

Required Work Hours: 37.5 hours per week

Salary: The salary for this position is \$112,446.00

How to Apply: To apply, please submit cover letter and resume to the Arlington Housing Authority, Executive Director Hiring Committee, 4 Winslow Street, Arlington, MA 02474 or by emailing it to bconnor@arlingtonhousing.org. Emails should include "Arlington E.D. position" in the subject line. A full job description is available upon request at this same email address.

The deadline for resumes is Tuesday, November 30, 2021, by close of business. Late applications will not be accepted.

The Arlington Housing Authority is an Equal Opportunity Employer.