

RAYNHAM HOUSING AUTHORITY
75 Mill Street
Raynham, Massachusetts 02767
Tel: (508) 824-9404 www.raynhamhousing.com

POSITION AVAILABLE – EXECUTIVE DIRECTOR

The Raynham Housing Authority (RHA) is seeking qualified applicants for the position of Executive Director. The Director will be responsible for the administration of 86 units of elderly/non elder disabled public housing residents; of which 24 are funded by the federal USDA program and 62 are funded by Section 8 New Construction. Both developments are situated on the same property. The Executive Director is expected to be a fully hands on administrator and can work with a highly trained staff.

The Executive Director is the Authority's Chief Executive Officer and shall be directly in charge of the day-to-day operations of the Authority. The Executive Director shall oversee all personnel and is responsible for the management and maintenance of all programs of the Authority. The Executive Director is responsible for the care and custody of all funds of the Authority and shall keep regular books of accounts showing receipts and expenditures and shall file such reports on the financial condition of the Authority as required. The Executive Director acts as the Executive Secretary for the Board of Commissioners and prepares and maintains the Minutes of the Meetings of the Authority; and maintains confidentiality of records and documents of the Authority.

Qualifications for a small housing authority includes:

- Four years' experience in a public or private housing, community development, public administration, non-profit administration, or a related field that demonstrates strong management and organizational skills
- Working knowledge of fiscal management, maintenance systems, personnel, administrative management, capital improvement planning, (Federal and State), and technology systems in public or private housing is recommended
- Knowledge of laws regulating State and Federal housing programs and governmental procedures and regulations as they relate to housing development, construction and the management of housing operations are preferred.
- One year's experience overseeing at least three staff persons, or as a significant project team leader, or program administration is required
- Knowledge of laws regulating State and Federal housing programs is desired.
- Excellent written and verbal communication skills required.
- Strong organizational and personnel management skills desired.
- Experience working with people and families of various ages and socio-economic backgrounds and ability to communicate effectively with tenants and applicants.
- Must be bondable.
- Knowledge of funding/grant programs is desirable.
- A passion for the mission of affordable housing and its residents is advantageous.

Candidate must possess a Public Housing Manager Certification from a HUD approved organization or be certified within the first year of employment. Applicant must submit to a CORI background check. Diverse applicants are encouraged to apply. RHA is an Affirmative Action / Equal Opportunity Employer.

The Director is responsible for overseeing and implementing policies and procedures under the direction of the Authority's five-member Board of Commissioners and will be expected to provide supervision and leadership to a staff of three (3) or more employees. Minimum of 37.5 hours per week, with full benefit package.

Salary Range: The position has a salary range of \$68,000 to \$72,000 commensurate with experience.

Please submit a resume and cover letter by mail or email to:

Carol Cuddy

Human Resources Director

30 Olney Street, Suite B

Taunton, MA 02780

ccuddy@tauntonhousing.com

The position will remain open until filled. Priority will be given to applicants received in the first 14 days.