

## EXECUTIVE DIRECTOR

### ADVERTISEMENT

The Woburn Housing Authority seeks an experienced housing administrator for leadership and management of its programs, properties, and contracts. The Woburn Housing Authority owns, operates and manages 803 units: 239 units of state-aided elderly/handicapped public housing, 176 units of state-aided ch.200 family housing, 100 Federal Conventional units and 288 Housing Choice Vouchers .

**Required Minimum Qualifications:** Six 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. Evidence of effective leadership and private industry business skills will be evaluated on a case-by-case basis. Strong management and organizational skills desired. At least three year's supervisory experience of a staff of seven or more is required. Excellent written and verbal skills necessary to effectively communicate with local officials, boards, residents, service providers, and funding agencies. 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. A working knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction and the management of housing 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.

While not required for hiring, certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a Massachusetts Public Housing Administrator by an EOHLIC approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment. Also preferred but not required is an MPPO certification and an understanding of affordable housing programs and housing needs of the City of Woburn. Diverse applicants are encouraged to apply.

The salary is a maximum of \$145,000 depending on experience and certifications and in accordance with the EOHLIC 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 "Woburn" in the subject line.

**DIVERSE APPLICANTS ARE ENCOURAGED TO APPLY.**

The deadline for resumes is Friday September 27, 2024 by close of business. Late applications will not be accepted.

The Woburn Housing Authority is an Equal Opportunity Affirmative Action Employer.

