

Executive Director

Bridgewater Housing Authority

The Bridgewater Housing Authority seeks a full-time experienced housing administrator for leadership and management of its programs, properties, and contracts. The board is not interested in hiring a management agent. The Authority owns and operates 146 units of state-aided elderly/handicapped public housing (including 10 congregate units), 12 units of state-aided scattered site family housing and 8 units of special needs housing.

Minimum Requirements: A minimum of four 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/or 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 and resident organizations preferred. Must be bondable. Certification as a Public Housing Manager from a HUD approved organization is desired, as well as, MassNAHRO 's Certification as a Public Housing Administrator, or both obtained within one year of employment. Working knowledge and experience with capital improvement projects and demonstrated ability to learn and use the agency's computer system is preferred. Familiarity with CapHub, PHA-Web, CHAMP and HAFIS a plus.

Bachelor's degree in a related field may substitute for up to two years of experience.

The maximum salary range of \$84,696 will depend on experience and certifications and will be in accordance with the DHCD Executive Director Salary Schedule and guidelines. The work week is 37.5 hrs. per week with excellent benefits.

To apply in confidence, please submit cover letter and resume to D&V Mainsail Associates at DVmainsail@gmail.com.

Deadline for submission: close of business 12/18/2020

The Bridgewater Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, national origin, or sexual orientation.

