

Executive Director

The Randolph (MA) Housing Authority

seeks an experienced housing administrator to be responsible for the leadership and management of the following MA State Housing Programs: 236 units of elderly housing; 17 units of special needs housing; 9 state rental assistance (MRVP) vouchers, one 689 DMH Group Home, and also serves as the monitoring agent for 30 Chapter 40B units.

Four years experience in housing management, community development, public administration, or a closely related field required and may be substituted for degree. Working knowledge of fiscal management, maintenance, personnel, and administrative management systems in public or private housing required. Experience overseeing at least three staff persons or program administration required. Good written and verbal communication skills required. Knowledge of laws regulating to State housing programs. Experience working with people of various socio-economic backgrounds. Must be bondable. Certification as a Public Housing Manager from a HUD-approved accrediting agency or certification from a DHCD-approved Massachusetts Public Housing Administrator Certification Program or the ability to obtain one within one year of hire required. A bachelor's degree in a related field may substitute for up to two years experience. Salary is dependent upon DHCD Salary Schedule between \$74,000 to \$84,943 based on experience.

Please submit a resume and cover letter to:

Randolph Housing Authority,
1 Decelle Drive, Randolph, MA 02368
Attn: Executive Director Search.
Email: rha1400@aol.com.

No faxes will be considered.

If the Authority is unable to fill the position with the pool of resumes received by September 21, 2018, the search will remain open and resumes will continue to be accepted until the position is filled.

The Randolph Housing Authority is an Equal Opportunity Employer.