

Rockport Housing Authority
Executive Director

The **Rockport Housing Authority** is seeking a qualified applicant to oversee the daily management and operation of 80 units of 667-1 elderly housing, 24 units of 705-1 family housing and 153 Section 8 HCV. The Executive Director reports to a five member Board of Commissioners. Minimum Qualifications: 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 or private housing. One year's experience overseeing at least three staff persons or program administration is required. Written and verbal communication skills required. Knowledge of laws regulating State and Federal housing programs. Experience working with people of various socio-economic backgrounds. Must be bondable. Certification as a Public Housing Manager from a HUD approved organization is desired, and may be substituted by 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. A bachelor's degree in a related field may substitute for up to two years of experience.

Salary is commensurate with experience and education within the Department of Housing and Community Development's Executive Director Salary Schedule Guidelines (\$72,676 - \$85,501). The minimum number of work hours per week is 37.5 and must be worked during normal business hours. A full range of benefits, including retirement, health care, paid vacation and sick leave will be available.

Rockport Housing Authority is "An Equal Opportunity Affirmative Action Employer".

Applicants should submit a cover letter, outlining their specific qualifications along with resume to: Rockport Housing Authority, 13 Millbrook Park, Rockport, MA 01966, applications can also be emailed to rockport.ha@outlook.com . **Applications should be received no later than May 31, 2018.**