

Help Wanted: Housing Administrator

The Nantucket Housing Authority (“NHA”) is searching for an experienced housing administrator to manage its housing programs and properties, contracts, personnel matters, and fiscal responsibilities. The NHA owns and operates 10 state aided elderly/handicapped public units, 12 state aided family units and 19 units funded by the federal USDA program. This is a 16 hours a week part time position requiring the applicant to manage all administrative aspects.

Minimum requirements: A minimum of two years’ experience in public or private housing management, community development, public administration, non-profit administration, or a related field that demonstrates strong management and organizational skills. Knowledge of the principles, practices, statutes, and regulations pertaining to state public housing management, programs and finances, as well as maintenance responsibilities and practices.

Excellent written and verbal skills required. An ability to communicate effectively with local officials, board, residents, service providers, and funding agencies. Experience working with the public as well as individuals of various socioeconomic backgrounds. Must be bondable. Certification as a Public Housing Manager desired or obtained within one year of hiring.

Other preferred credentials include graduation from an accredited four year college or university, a passion for the mission of affordable housing, knowledge of fiscal management, capital improvement planning, and technology systems in public housing. Preference for persons familiar with local housing issues.

Salary range is \$33,000 to \$36,000 per year depending on experience, education, and certification in accordance with the DHCD Executive Director Salary Schedule/Calculation worksheet. The work week is 16 hours per week. Benefits include prorated sick and vacation time.

To apply in confidence please submit cover letter and resume to Patricia Greene, Esquire, at pgrace55@yahoo.com with NHA ED position in the subject line. Candidates shall be subject to certain qualification verifications prior to employment.

Diverse applications are encouraged to apply. The Nantucket Housing Authority is an Equal Opportunity Employer.