

QUALIFICATIONS SCHEDULE

Large Housing Authorities

500 - 999 Units

(Including Rental Assistance Units)

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. Proven supervisory experience of senior management staff is desired. Excellent written and verbal skills necessary in order to effectively communicate with local officials, boards, residents 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 local housing operations is desirable but not required and may be substitute for high-level business or other administrative experience. Experience working with people of various socio-economic backgrounds. While not required certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a MPHA of an EOHLC-approved Massachusetts Public Housing Administrator Certification Program. Is desirable or must be obtained within the first year of employment. Diverse applicants are encouraged to apply.

Required Work Hours: 37.5 hours per week

EOHLC requires that full time executive directors work during normal business hours (Monday - Friday 8 a.m. to 6 p.m.). Time spent at night or weekend meetings directly related to Authority business may be substituted for weekday hours at the discretion of the Board and subject to EOHLC approval. **Daily time sheets and attendance records for executive directors must be maintained at the LHA office for review by the Board, EOHLC, and the Office of the State auditor.**