

QUALIFICATIONS SCHEDULE

Medium Housing Authorities
200-499 Units
(Including Rental Assistance Units)

Required Minimum Qualifications: Four years' experience in public or private housing, community development, public administration, non-profit administration or a closely related field that demonstrates strong management and organization skills. Knowledge of the principles and practices of housing management, finances and maintenance systems in public or private housing is desired. Significant supervisory experience or a project team leader administering a program is desired. Excellent written and verbal communication skills required. Knowledge of laws regulating State and Federal housing programs is desired. Experience working with people of various socio-economic backgrounds. While not required for hiring, 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 EOHLIC-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

EOHLIC 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 which are directly related to Authority business may be substituted for weekday hours at the discretion of the Board subject to EOHLIC approval. **Daily time sheets and attendance records for executive directors must be maintained at the LHA office for review by the Board, EOHLIC, and the Office of the State Auditor.**