

QUALIFICATIONS SCHEDULE

Small Housing Authorities
 1 – 199 Units
 (Including Rental Assistance Units)

Required Minimum Qualifications: Two years’ experience in public or private housing, community development, public administration, non-profit administration or a field that demonstrates strong management and organizational skills. Knowledge of the principles and practices of housing management, finances and maintenance systems in public or private housing. Excellent written and verbal communication skills required. Willingness to work with people of various socio-economic backgrounds. Willingness and interest in working with tenants on a personal level. 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 or by certification as a MPHA of a 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.

Number of Units	Required Hours
1 - 29	Negotiate with EOHLC
30 - 59	16
60 - 70	18
71 - 75	20
76 - 78	22
79 - 87	24
88 - 127	26
128 - 169	32
170 +	37.5

EOHLC requires that 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 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.**