

QUALIFICATIONS SCHEDULE

Very Large Housing Authorities
1,000 or more Units
(Including Rental Assistance Units)

Required Minimum Qualifications: Eight 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 or program administration is required. Supervisory experience of operations, administrative, and finance is preferred. Excellent written and verbal skills necessary to effectively communicate with local officials, boards, residents, service providers and funding agencies. Substantial background in the implementation of management controls, systems and business process change. 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. Considerable knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction and the management of local housing authority operations is desirable but not required, and may be substituted by high-level business or other administrative experience. 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 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**