

The Spencer Housing Authority is seeking candidates for the position of Executive Director.

The Spencer Housing Authority is seeking an experienced administrator for leadership and management of its programs, properties, and contracts

The Authority manages 177 state aided elderly/handicapped units, 8 family units, and an 8-unit Department of Developmental Services home. The agency also administers 50 AHVP (Alternative Housing Voucher Program) vouchers and 5 MRVP (Massachusetts Housing Voucher Program) vouchers.

Minimum requirements: A minimum of five years' experience in housing management, community development, public administration, or a closely related field. Knowledge of the principles and practices of housing management, finances, and maintenance systems in public and private housing. Excellent written and verbal communication skills required. Knowledge of laws regulating State housing programs. Experience working with people of various socio-economic backgrounds. Certification as a Public Housing Manager is desired or to be obtained within one year of employment.

The salary range is from \$88,147.55 to \$103,703.00 depending on experience and certifications and in accordance with the DHCD Executive Director Salary Schedule/Calculation worksheet. The work week is 37.5 hrs. per week with full benefits.

To apply please submit cover letter and resume to clerk@spencerhousing.org. addressed to the Spencer Housing Board of Directors. A full job description is available upon request. at this email address.

The deadline for resumes is October 27th by 2:00 p.m. Late applications will not be accepted.

The Spencer Housing Authority is an *Equal Opportunity Employer*.