

The Pepperell Housing Authority (PHA) seeks an experienced part-time (20 hours/week) Executive Director leadership and management of its programs. The PHA manages 72 State-aided Public Housing units including 63 Elderly/Handicapped units (Chapter 667), 7 Family units (Chapter 705) and two State vouchers (MRVP/AHVP). The Executive Director reports directly to the Board of Commissioners about the general management of business, supervision of personnel and accountability to assure that the PHA is following all principles and practices of Public Housing management.

Minimum Requirements: Two years' experience in housing, community development, public administration or a closely related field, knowledge of principles and practices of housing management, finances and maintenance systems in public or private housing. One year of experience overseeing at least two staff employees. Excellent written and verbal communication skills required. Willingness to work with people of various socio-economic backgrounds. Knowledge of Massachusetts Public Housing Administrator (MPHA) program. 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 an MPHA of a DHCD-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. Two years' full-time post-secondary education in a related field may substitute for up to one year of experience.

Preference will be given to those who have Massachusetts National Association of Housing and Redevelopment Officials (NAHRO) Certification, are completely trained in the CHAMP system and have a working knowledge of PHA Network.

The salary range is up to \$51,625 in accordance with DHCD Executive Director Salary Calculation Worksheet.

To apply in confidence, submit a cover letter and resume to pepperellha06@yahoo.com c/o Bruce Haskins, Board Chair.

Deadline for applications is March 4, 2024