

MERCER COUNTY HOUSING AUTHORITY  
HOUSING AUTHORITY  
DEPUTY DIRECTOR  
VACANCY

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**POSTING DATE:**

January 2, 2018

**CLOSING DATE:**

January 17, 2018

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**THE PROVISIONS OF COLLECTIVE BARGAINING  
DO NOT APPLY IN THE FILLING OF THIS POSITION**

**VACANCY:**     Job Title: Deputy Executive Director, Housing  
                  Class: L0260  
                  Annual Salary Range: \$70,000 - \$90,000  
                  Location: Mercer County, Pennsylvania  
                  Type Employment: Full-Time, Regular Complement  
                  Work Hours: 75 hours per week

**DUTIES:**     The employee in this class serves as chief assistant of the Executive Director in administrative and management matters. A significant aspect of the work of the Deputy Executive Director is to be in charge of the Housing Authority in the absence of the Executive Director. In smaller housing authorities, the day-to-day administration of programs is supplemented by direct supervision of a major program. A key concern of the employee is achieving a smooth and efficient integration of all internal programs assigned to the Executive Director. Supervision is exercised over a diversified professional and support staff. Work is performed with considerable independence in accordance with established performance standards and within the framework of applicable laws, policies and regulations and is subject to review by the Executive Director primarily through conferences and analysis of written reports.

**RECRUITMENT METHOD(S):**

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

- ELIGIBILITY:**
1. Meet the minimum experience and training required for the job: two years of professional administrative supervisory experience in a housing authority or other publicly or privately owned government subsidized housing and a bachelor's degree; **OR** three years of professional administrative experience in residential property management, which included two years of supervisory experience, and a bachelor's degree; **OR** any equivalent combination of experience and training which included two years of professional administrative supervisory experience in subsidized housing or three years of professional administrative experience in residential property management, which included two years of supervisory experience.
  2. Be a resident of Pennsylvania
  3. Have or have had regular civil service status in one of the next lower classifications, as follows: Director of Housing Management, Section 8 Coordinator, Administrative Officer 1 or Accountant.

**SELECTION CRITERIA FOR PROMOTION WITHOUT EXAMINATION:**

1. Meritorious Service will be defined as: (a) the absence of any discipline above the level of a written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than "unsatisfactory" or "fails to meet standards."
2. Seniority will be defined as a minimum of one year in the next lower class by the closing date of the posting.

**HOW TO APPLY:** Submit a letter of interest and resume to [a.wiand@mchousing.net](mailto:a.wiand@mchousing.net)

AND

Visit Test Announcement #2000-094 on the Civil Service main webpage at [www.scsc.pa.gov](http://www.scsc.pa.gov) for test information and the Minimum Experience and Training (METs) requirements.

The above application material must be received no later than Wednesday, January 17<sup>th</sup>, 2018, to be accepted. Send completed application materials to:

Mercer County Housing Authority  
Attn: Amber Wiand  
80 Jefferson Avenue  
Sharon, PA 16146

To obtain additional information, call (724) 342-6303.