

## **CARBON COUNTY HOUSING AUTHORITY - EXECUTIVE DIRECTOR**

### **Job Description**

The position of Executive Director with the Carbon County Housing Authority consists of administrative work involving the overall professional and administrative direction, planning and management of a medium sized Housing Authority of 760 units with an annual budget in excess of \$5 million.

The Executive Director is responsible for planning, organizing, directing, and coordinating all phases of the Housing Authority programs including maintenance, tenant selection, occupancy, management and tenant relations, social services and administrative services, and acts for the Board of Directors in all administrative matters. Work involves serving as the principal adviser to the Board of Directors on all problems of management, making recommendations on improving methods and procedures and analyzing records and reports to determine the effectiveness of the overall operations.

Work frequently entails making decisions involving policy interpretation or exercising independent judgment within the framework of established policy and existing laws governing housing authorities. Direction is exercised over all subordinate professional, administrative and technical staff. Work is reviewed by the Board of Directors for program effectiveness and attainment of goals through conferences, reports and recommendations.

Knowledge of federal regulations relative to various aspects of public housing and the principles of management including budgeting, accounting, personnel, and procurement are preferred for this position.

Four years of experience in a Housing Authority or other publicly or privately owned government subsidized housing project which has included two years of experience supervising or managing a financial or administrative program is preferred.

### **Carbon County Housing Authority Program and Properties**

Housing Choice Voucher Program – 447 vouchers (includes 15 Mainstream Vouchers)

Lansford Mid Rise – 100 elderly/disabled units (Public Housing Program)

Scattered sites – 53 family units (Public Housing Program)

Palmer House – 50 elderly/disabled units (Multifamily Housing Program)

Gardens of Gypsy Hill – 70 family units (Multifamily Housing Program)

Nesquehoning Elderly – 18 elderly/disabled units (Multifamily Housing Program)

Evergreen Elderly Apartments – 30 elderly/disabled units (LIHTC Project Based HCV program)

Princeton Avenue Apartments – 22 elderly & family units (owned by Pennsylvania Management and Development Corporation)

214-216 Columbia Avenue, Palmerton – double block home (owned by Pennsylvania Management & Development Corporation)

### **Salary & Benefits**

Annual starting salary range: \$81,033.00 - \$93,608.00

Highmark Blue Cross Blue Shield Health Plan – Employer paid

Delta Dental Insurance – Employer paid

Long Term Disability Insurance – Employer paid

Money Purchase Pension Plan – Employer paid

457(b) Deferred Compensation Plan available 13 paid holidays Universal Leave

**Please email resumes to [careers@cchapa.org](mailto:careers@cchapa.org) no later than October 27, 2023**