

EXECUTIVE DIRECTOR POSITION

NORTHEASTERN NEW YORK HOUSING AUTHORITY

Northeastern New York Housing Authority , located in the foothills of the Adirondack mountains , is seeking a highly qualified and experienced candidate to lead the Agency and manage its \$2.49 million budget. Its portfolio includes 259 affordable senior housing units , 54 affordable family housing units , 749 Section 8 vouchers , 72 VASH vouchers and 42 Shelter Plus Care vouchers . The Agency has 14 full time staff .The Agency will complete a portfolio wide RAD/Section 18 Blend conversion by December , 2020.

Candidate must demonstrate effective written and verbal communication skills ; demonstrate successful staff supervision and development ; have effective interpersonal skills and demonstrate ability to work with individuals in diverse backgrounds. Progressive management experience in public and affordable housing ; knowledge of ethical and regulatory requirements applicable to publicly funded housing ; knowledge and understanding of equitable human resources practices ; strong understanding of finance , community development , public administration or a closely related field and computer proficiency with background in MRI and/or Yardi software is preferred.

The successful candidate must pass a criminal background check . Minimum qualifications are:

Associates Degree plus 6 consecutive years of experience in public administration or a related discipline one of which must have been in a supervisory capacity. Must possess a thorough knowledge of federal housing programs and their budgeting , accounting and procurement requirements . Grant administration preferred. LIHTC Certification and experience with directing affiliate non profit organization is a plus. Knowledge of construction , renovation , modernization , estimating costs and bids preferred . Salary is based on experience and education .The position is exempt (non Civil Service) but does qualify to participate in the New York State Retirement System , if desired . Successful candidate will commence work on January 4 , 2020 . Applications will be accepted until October 31 , 2020 . Submit cover letter and resume to Housing Authority , PO Box 4252 , Queensbury , NY – 12804 .