

## Stonington Housing Authority Executive Director Position

The position will serve as the chief administrator of the Housing Authority of the Town of Stonington (SHA) and reports directly to the Board of Commissioners. The candidate is responsible for all daily operations of the Housing Authority to ensure programs are being effectively and efficiently administered in conformance with the SHA Policies and Procedures, the Connecticut Housing Finance Authority regulations, State DOH and Federal HUD regulations, local ordinances and applicable Fair Housing regulations, State, Federal and Local laws and ensure their mandated compliance.

The successful candidate will have experience in the following:

- Accountable for the effective direction and management of the SHA and its portfolio of 60 Connecticut Housing Finance Authority managed elderly and disabled units.
- Responsible for establishing annual and long term goals and objectives for the organization and the implementation of policies, plans and financial resources to achieve these goals and objectives.
- Takes legal action under the direction of the Board subject to the policies and procedures adopted by the Board. Negotiates contracts and makes purchases according to procedures approved by the Board.
- Monitors staff performance and provides feedback, utilizing performance appraisals and disciplinary action when appropriate.
- Will have the care and custody of all funds of the Authority and shall oversee the deposit of funds in the name of the Authority.
- Oversees the regular books showing receipts and expenditures and shall render to the authority at each regular meeting or as requested by the Board an account of the transactions and the financial condition of the Authority.
- Prepares Management Plans, Capital Financial Plans and budgets, operating statements and submits regular reports as required by the Board of Commissioners.
- Pursues other avenues in an effort to diversify the portfolio and increase revenue resources.

### MINIMUM QUALIFICATIONS

- Ten year's experience at the executive level in the field of property management, facility compliance, and State and Federal regulations.
- Must have working knowledge of fiscal management, maintenance systems and personnel administration management of housing.

- Experience working with public officials as well as interacting with a diverse Public Housing Agency.
- Required to be available 24/7 to respond to emergencies.
- Excellent written communication skills and demonstrated ability to provide proactive, creative leadership in a regulatory environment. Competence in personal computer skills.
- Experience in budget development and monitoring fiscal management and public relations along with knowledge of operational and capital planning and budget management.
- Experience with grant writing, grant administration and grant compliance
- At minimum a Bachelor Degree is required and a Master Degree is preferred.
- Certification as a Public Housing Manager from HUD approved organization or ability to obtain within one year of hire *with* comparable experience and proven ability in a like complex organization.

This is a full-time position. Salary to commensurate with skills and experience. Position available immediately.

Please respond with resume, cover letter WITH salary requirements by 3pm July 21, 2017 to:

Stonington Housing Authority  
45 Sisk Drive  
Pawcatuck, CT 06379  
Attn: Becky Champlin  
Or  
[Rchamplin@stoningtonha.org](mailto:Rchamplin@stoningtonha.org)