

## Assistant Director of Modernization

The Quincy Housing Authority has an employment opportunity for an Assistant Director of Modernization. This is a responsible managerial position, in which the incumbent works directly with the Director of Modernization, Modernization Coordinator, Modernization Project Managers and the Executive Director in the development, implementation, and maintenance of modernization programs for Quincy Housing Authority and its managed Agencies. Responsibilities include but are not limited to the following:

- Working with multiple QHA disciplines, conduct ongoing existing conditions surveys of QHA and managed agency properties, compile and verify information and develop and/or update Capital Needs Assessments including buildings, grounds and equipment.
- Assist in developing and updating short-and long-term capital plans for QHA and managed agencies.
- Meet with Local Tenant organizations and Resident Advisory Boards as necessary to facilitate review and inclusion of Resident input into Capital plans.
- Assists in/develops applications for funding under federal and state modernization programs.
- Responsible for purchases and procurements as may be assigned by the Executive Director; ensures that such purchases and procurements are conducted in accordance with applicable law and policies, maintains accurate records of all such purchases and procurements.

Substantial and responsible experience in construction administration, architecture, engineering, or government funded housing modernization programs and a related bachelors' degree. Extensive knowledge of Design and Construction practices and methods and materials used in construction, maintenance, and repair of buildings. Previous experience with public procurement laws. Experience with EOHLC and HUD regulations relating to housing authority operations is highly desirable. Must have or be able to achieve credentials as a Massachusetts Certified Public Purchasing Official (MCPPO) within one (1) year of hiring. Ten or more years of experience in construction management with three of those being in a supervisory capacity. Excellent computer skills with knowledge of software for capital planning, capital project management and facility maintenance. Familiarity with EOHLC and HUD systems highly desirable. The candidate must be proficient with Microsoft Office (Word, Excel, Outlook, PowerPoint and Access). Possession of a valid MA Unrestricted Construction Supervisor's License is highly desirable.

Salary is \$80,000 annually. Terry Champion, Administrative Assistant, Quincy Housing Authority 80 Clay Street, Quincy, MA 02170 or to [tchampion@quincyha.com](mailto:tchampion@quincyha.com).