

LEASED HOUSING SUPERVISOR/EXECUTIVE ASSISTANT **JOB POSTING**

Dedham Housing Authority is seeking qualified applicants for the position of Leased Housing Supervisor/Executive Assistant.

The Leased Housing Supervisor/Executive Assistant is a highly responsible managerial position. The incumbent reports to the Executive Director. Work is performed with considerable independence of judgment and decision with the constraints of regulations, finances, housing authority policies and procedures. The incumbent provides supervision to all the administrative staff, works with them in the development of goals and objectives, and of the implementation of work programs designed to attain the same.

The nature of this work suggests that the applicant shall have had prior experience in a housing authority with direct involvement with interpersonal relations and working with financial details. Written and verbal skills to communicate with local officials, residents, and funding agencies. Knowledge of MS Word, MS Excel and local housing authority operations including the Section 8 Housing Choice Voucher Program is a must.

Submit a copy of your resume and letter of interest by **Tuesday, July 7, 2020** by email to Joanne@dedhamhousing.org.

The job description is available on the Dedham Housing Authority website:
www.dedhamhousing.org.

Work Week: Monday through Friday-Full Time (35 hrs per week)

Salary: Based on Experience

Benefits:

- Commonwealth of Massachusetts Health Plan
- Town of Dedham Retirement System
- 15 sick days per year
- 3 personal days per year
- Two (2) week vacation after one year
- Three (3) weeks vacation after 5 years
- Four (4) weeks vacation after 10 years
- Five (5) weeks vacation after 20 years