



Newmarket Housing Authority, located in Newmarket, New Hampshire, is seeking highly qualified and experienced applicants for the position of Executive Director.

Required Minimum Qualifications:

- Eight years' experience at a public housing authority.
- Exceptional management and organization skills required.
- At least three years' supervisory experience.
- Excellent written and verbal skills that are necessary to effectively communicate with local officials, boards, residents, service providers, and funding agencies.
- Working knowledge of fiscal management, maintenance systems, personnel, and administrative management systems in public housing.
- Knowledge of HUD accounting and budget procedures to include funding availability, budget allocation, proper disbursement of housing assistance payments to eligible families, and budget preparation.
- Considerable knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction, and the management of local housing authority operations is desirable.
- Substantial background in the implementation of management controls, systems, and business process changes.
- Experience working with people of various socio-economic backgrounds.
- While not required for hiring, certification as a program specialist, property manager or similar classification by a nationally recognized housing training organization is desirable.
- Four-year College Degree.
- The successful candidate must be able to pass a criminal background check prior to final selection.
- Diverse applicants are encouraged to apply.

Required Work Hours: 35 hours per week.

Salary is competitive and commensurate with experience and education and subject to approval by the Board of Commissioners. Please submit your resume and cover letter by February 17, 2023 to dmaruca@newmarketha.org. Please no drop ins.

Centrally located, Newmarket, New Hampshire is an hour north of Boston and an hour south of Portland, ME. Newmarket is a short drive to the University of New Hampshire in Durham; Great Bay (great for kayaking, boating, and trail walks), and Exeter, New Hampshire. Though Newmarket may be smaller than other Seacoast towns, it is a friendly and safe community that has much to offer from restaurants and coffee shops to outdoor activities and local shopping.

Newmarket Housing Authority provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. All employment decisions are based on business needs, job requirements and individual qualifications. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.