

Ware Housing Authority

The Ware Housing Authority is seeking a qualified applicant for the position of Executive Director. The Executive Director reports to the Board and is responsible for the day to day operations as well as the administration of 109 units of Chapter 667/705 housing and 56 Section 8 vouchers. The successful candidate will have a minimum of two years of housing and/or community development experience as well as a working knowledge of the principles and practices of housing management, finance and maintenance systems in the public or private sector. A working knowledge of PHA network, CHAMP, and pertinent software is a plus. Written and verbal communication skills are needed, as well as a willingness to work with people of various socioeconomic and cultural backgrounds. MPHA certification as a Massachusetts Public Housing Administrator is desired, but may be substituted by a similar certification by a nationally recognized housing or real estate organization. A two year post-secondary education in a related field may substitute for up to one year of experience. The applicant must be bond able and pass a Criminal History background check. The salary range is between \$78,961 and \$92,895, depending on experience and is subject to approval by the Department of Housing and Community Development. The minimum number of work hours per week is 37-1/2 and must be worked during normal business hours. The position carries a full benefit package. Applicants should submit a cover letter and resume to: SEARCH COMMITTEE- c/o Ware Housing Authority, 20 Valley View, Ware, Mass. 01082 no later than January 27,2023.



Equal Housing Opportunity