

MANSFIELD METROPOLITAN HOUSING AUTHORITY

P. O. Box 1029, MANSFIELD, OH 44901. (419) 524-0029

NOTICE OF POSITION OPENING

The Mansfield Metropolitan Housing Authority in Mansfield, Ohio, is seeking experienced, qualified candidates for the position of Executive Director. The Executive Director is responsible for the overall management, supervision and administration of the Mansfield MHA, including but not limited to the execution and implementation of policies and procedures established and approved by the Mansfield MHA Board of Commissioners.

The Executive Director leads a staff of eighteen administering the various programs of the Housing Authority, including a portfolio of the 1,800 unit Housing Choice Voucher Program and may also serve as lead contact and administrator of operations for several other agencies and programs for which the Mansfield MHA may manage or oversee and have direct responsibility for.

A Bachelor's Degree in business administration, public administration, urban studies or other related disciplines is required. Ten or more years in increasingly responsible positions in property management, human resource/business management and/or public and/or Housing Choice Voucher program administration is preferred. An equivalent mix of education and work experience may be substituted and considered.

A Public Housing Manager (PHM) certification is required within six months of employment and candidates must also possess a valid Ohio Motor Vehicle Operators License, be bondable and successfully pass a criminal background check and drug screening.

A letter of interest, resume, salary history, desired salary range and a minimum of three (3) professional references must be submitted to: Search Committee, PO Box 1029, Mansfield, Ohio 44901 by Friday, April 28, 2017 at 4:00 p.m. Eastern Daylight Savings Time. No telephone inquiries will be accepted. The Mansfield Metropolitan Housing Authority is an Equal Opportunity Employer.