

Job Advertisement: Executive Director for the Mooresville Housing Authority.

Mooresville, North Carolina

Executive Director for Mooresville Housing Authority

The Mooresville Housing Authority (MHA) in the Town of Mooresville is seeking a qualified applicant for the position of Executive Director. The MHA has 136 housing units spread out over four locations. Currently, there are five full-time employees. The ideal candidate will have management skills in Public Housing and Section 8 Project Based Rental Assistance for managing day to day operations, with knowledge in the Rental Assistance Demonstration Program.

Requires any combination of education and experience equivalent to graduation from an accredited college or university, preferably with advanced coursework in public budgeting, finance, and management; five years progressively responsible experience as a public or private sector manager preferably in a public housing agency; and three years of supervisory experience is desirable. Preferably, the successful candidate will have a real estate license or must have the ability and willingness to secure a license at the direction of the board. Must possess a valid North Carolina driver's license, be insurable, bondable and possess a PHM Certificate or obtain within one year of employment.

Serves as Chief Executive Officer, Human Resource Manager, Procurement Administrator, Contract Administrator and Secretary to the MHA Board of Commissioners; responsible for general status of MHA operations; through reasonable accommodations visits the locations to assess housing conditions and to observe progress of projects; responsible for overseeing the administration of all MHA affairs, programs and projects in accordance with operating policies established by the Board and other state/federal agencies; must maintain close contact with officials of local, state and federal government with regard to coordinating existing housing and community development programs as well as other affairs of the MHA; maintain and develop good public relations image with those offices as well as with local media; responsible for enforcing all policies and procedures as delineated in the MHA Policies and Procedures Manual; responsible for all funds and accounts of the MHA.

If interested, please submit a letter of interest, resume, and salary request no later than July 21, 2021, to the Mooresville Housing Authority, MHA Search Committee, PO Box 1087, Mooresville, NC 28115. EOE.