

The Woburn Housing Authority
is currently seeking a Deputy Director.

The Woburn Housing Authority owns, operates and manages 515 units: 239 units of state-aided elderly/handicapped public housing, 176 units of state-aided family housing, 100 Federal Conventional units. Woburn Housing Authority also administers 292 Housing Choice Vouchers.

The Deputy Director will report directly to the Executive Director. Five years' experience in public or private housing, community development, public administration, non-profit administration, or a closely related field that demonstrates strong management and organizational skills desired. Excellent written and verbal skills necessary.

Working knowledge of fiscal management, maintenance systems, personnel, and administrative management systems in public or private housing is desirable. A working knowledge of local, state, and federal governmental procedures and regulations as they relate to housing development, construction and the management of housing operations is desirable but not required. Experience working with people of various socio-economic backgrounds.

While not required for hiring, certification as a property manager or similar classification by a nationally recognized housing or real estate organization or by certification as a Massachusetts Public Housing Administrator by an EOHLA approved Massachusetts Public Housing Administrator Certification Program is desired. Also preferred but not required is an MPPO certification and an understanding of affordable housing programs and housing needs of the City of Woburn. Diverse applicants are encouraged to apply.

Salary Contingent on Experience

To apply, please send resume and cover letter to:

David Keating
Executive Director (Acting)
Woburn Housing Authority
59 Campbell Street
Woburn MA 01801

Deadline to apply is October 24, 2024