

Executive Director

Under the leadership and vision of the Board of Commissioners, the City of Hornell Housing Authority is seeking an action oriented individual for the position of Executive Director. The Executive Director in addition to other duties is responsible for the delivery of housing management services for one hundred forty-seven (147) mixed finance units and two hundred eighty-one (281) vouchers in the Authority's Section 8 program, and the supervision of seven (7) employees.

The successful candidate will also assume responsibility over all aspects of the operations including the Authority, its Hornell Community Apartments LLC partnership entity, and its non-profit Maple City Development Corporation entity. Responsibilities include fiscal and structural planning, project development, modernization, procurement, grant applications, budget and staff management, maintenance and personnel operations, tenant relations, public relations. Other related duties may be required. Applicants must demonstrate knowledge and understanding of property management and federal, state, and local housing legislation and compliance.

At a minimum, candidates are to possess a Bachelor's degree in accounting, finance, management, business/public administration or related field or an equivalent combination of education, training, and experience which provides the required knowledge and abilities. A PHM, HQS, LIHTC, and Section 504/Fair Housing certification must be obtained within one year of employment. Ability to obtain and maintain residency in the City of Hornell is currently a requirement.

Salary will be commensurate with experience accompanied by an excellent health, dental, vision, and retirement benefit package. The City of Hornell Housing Authority is an EEO. Application packages required to be received no later than June 14th, 2019 at 5:00 PM to be considered. No phone calls please. Send cover letter, resume including salary expectations, and professional references to:

Search Committee

City of Hornell Housing Authority

87 E. Washington Street

Hornell, NY 14843

Agency Website: www.hornellhousing.org