

CITY OF WHITE PLAINS

TITLE: SECTION 8 ADMINISTRATOR

GRADE: 13

(X) COMPETITIVE

() NON-COMPETITIVE

DEPARTMENT: HOUSING AUTHORITY

DIVISION:

POSTING PERIOD FROM: 6/8/21

TO:

DUTIES: Administers the federally funded Section 8 Program for the White Plains Housing Authority; does related work as required.

MINIMUM QUALIFICATIONS: Possession of a high school or equivalency diploma and either:

- (A) Bachelor's Degree * and four (4) years of rental assistance experience in a Public Housing Authority or other government funded housing agency, two (2) years of which must have been in a supervisory capacity; or
- (B) Master's Degree * in Public Administration or Business Administration and three (3) years of experience as described in (A), two (2) years of which must have been in a supervisory capacity; or
- (C) A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

***NOTE:** Education beyond the secondary level must be from a regionally accredited institution or one recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary degree granting institution

If interested send application with resume to: **Denise Brooks, Deputy Director**
223 Dr. Martin Luther King Jr. Blvd.
White Plains, NY 10601
Email: dbrooks@wphany.com
Tel: (914) 949-6462 Fax: (914) 949-8211

*Please indicate title you are applying for on the application (available in Personnel).
Only qualified candidates will be considered.

EQUAL OPPORTUNITY EMPLOYER