

VACANCY ANNOUNCEMENT
Assistant Director / Administrative Services Manager

Englewood Housing Authority, Englewood Colorado seeks an Assistant Director/Administrative Services Manager. The Assistant Director is responsible directly to the Executive Director for administrative support in a variety of agency functions, including development of internal policies and procedures, payroll administration, lease termination activities and selected HUD reporting. The incumbent interacts directly with the agency Board of Commissioners in preparing board packets, transcribing minutes of Board meetings, and other Board-related responsibilities. The incumbent must be familiar with applicable agency policies and local, state and federal laws and regulations consistent with the position. The incumbent must possess the ability to make rational, consistent decisions in a variety of situations requiring administrative action. The Assistant Director must function in an innovative, creative and decisive manner and in a management capacity in an effort to promote the effective and efficient operation of the agency.

Englewood Housing Authority is a small, high performing housing authority with 14 dedicated staff administering 598 vouchers, 110 units of public housing, 104 units of Section 8 New Construction, and 4 market rate units.

Hiring Range is \$70,000 - \$80,000. Salary Range is \$70,000 - \$110,000 depending on qualifications. A full benefit package including medical, dental, vision, life, disability, retirement and a flexible work schedule is offered.

Qualifications include a bachelor's degree in business or related field from an accredited institution, 2 years housing authority experience with a working knowledge of HUD regulations, policies and procedures of Section 8 and Public Housing financial management and computer literacy. A combination of other experience and education can be substituted for the qualifications listed.

The successful candidate must be a self-starter able to complete job responsibilities and meet deadlines without supervision. A valid driver's license is required.

Submit resumes to jgraber@englewoodhousing.org

A complete job description is available at www.englewoodhousing.homestead.com