

*An Equal Opportunity Employer*

**NOTICE OF IMMEDIATE OPENING**

**Job Title**

Executive Director

**Company**

Halstead Housing Authority

**Location:**

815 W. 6th Street

 Halstead, KS 67056

 [www.halsteadhousingauthority.com](http://www.halsteadhousingauthority.com)

**Classification**

Full time

**Compensation**

 Salary appropriate to qualifications and experience

 Benefits: single medical insurance policy (optional), retirement, paid holidays, paid leave

**Overview**

Halstead Housing Authority is seeking an Executive Director for a 60-unit public and senior housing authority. This position is an excellent opportunity to enter the housing authority leadership field, move from working within the field to leading a housing authority or apply proven leadership capability to the field of public service. The host community has excellent schools, is close to metropolitan services and boasts a friendly, supportive atmosphere.

**Duties and Responsibilities**

The successful candidate will be the chief administrator of a public housing authority and is accountable for its efficient and economic operation. Responsibilities of this position include fiscal leadership, human resources for a small staff, tenant relations and occupancy, property maintenance oversight, regulation compliance, record keeping and Board of Directors interaction.

**Qualifications**

Education: high school diploma required, college degree desired

 Experience: no experience in public housing required, 3 years in public housing desired

 Professional skills: computer word processing competency required, HUD and MINC systems competency desired

 Personal skills: good communicator, knowledge seeking

 Physical capabilities: stand and walk frequently, speak clearly

**Application**

Interested individuals should send cover letter, resumé, and application form (available at [www.halsteadhousingauthority.com](http://www.halsteadhousingauthority.com)) to:

 halsteadha3@phamail.com

 or

 Nancy McKay, Board Director

 121 E 5th

 Halstead, KS 67056

 Interviews will begin immediately. This position will remain open until filled.

***THE HALSTEAD HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER.***