

Executive Director

Hempstead Housing Authority of the Incorporated Village of Hempstead, NY (HHA) seeks a professional leader experienced in managing public and/or affordable housing. The Executive Director reports to a seven-member Board of Commissioners and the HUD NY Field Office. The Executive Director with a staff of 12 employees manages the day to day operations of HUD subsidized program including 218 units of senior and 62 units of family public housing and 475 units of tenant-based housing choice vouchers.

Candidates with five years of progressive experience in administering HUD subsidized programs in public or multifamily housing are strongly preferred. Experience in housing management, community development, public administration or a related field as a supervisor preferred. Candidates must have a track record of strong fiscal management, compliance, and be skilled in maintenance, personnel, and administrative management systems. The selected candidate must attain a Public Housing Manager certification within one year of hire.

The Executive Director must have excellent writing skills. He or she must be able to communicate effectively with local officials, boards, residents and other organizations and funding agencies. This position involves reading, analyzing, interpreting and implementing federal, state and local laws as well as HUD regulations and requirements. The Executive Director develops, updates, and implements plans, policies and procedures. The Executive Director prepares reports to HUD and the Board of Commissioners, oversees audits and financial management, supervises maintenance and leasing staff.

Interested applicants should email their resumes with a covering letter to r Ruiz@hempsteadhousing.org or mail to Chairperson Andrena Y. Wyatt, Hempstead Housing Authority, 260 Clinton Street, Hempstead, NY 11550.