

**WATERTOWN HOUSING AUTHORITY  
DEPUTY EXECUTIVE DIRECTOR**

The Watertown Housing Authority is presently accepting applications for the position of **Deputy Executive Director**. Letters of Interest and Resumes should be submitted to Michael A. Lara, Executive Director, Watertown Housing Authority, 55 Waverley Avenue, Watertown, MA, 02472.

This is a highly responsible administrative position assisting the Executive Director in all aspects of all housing programs, fiscal management and administration and develops innovative and entrepreneurial activities to create alternative/additional funding and financing to ensure the financial and physical sustainability of the Authorities' 749 federal and state low-income housing units. The incumbent is responsible for the completeness and accuracy of budgetary and financial records required by the authority. The incumbent must have familiarity with the laws and regulations under which the authority operates, and must be in a position to develop, install and monitor all controls necessary to protect the integrity of the organization. The incumbent also works as a liaison with government agencies. Work is performed with considerable independence of judgement and decisions that are in compliance with the EOHLC and HUD Guidelines. The incumbent assumes all duties of the Executive Director in his/her absence.

**Qualification Requirements and Salary:**

This position requires a college education, with a major in accounting, business management, public administration or affiliated fields. A master level education in the above fields is preferred. College level course work should include finance, accounting, management and human relations. Demonstrated prior successful executive responsibilities of at least five (5) years duration in a medium/large housing organization of comparable size and budget may be substituted for formal education.

Candidate should have held executive level position(s) in a large organization responsible for high level decision making impacting the administrative, operational, personnel and financial aspects of the organization. Experience in a medium or large state and/or federal public housing authority preferred.

Candidate must have experience coordinating and managing an entity's operational programs and personnel to effectively implement plans and strategies to achieve stated objectives and goals of the organization.

Experience in union negotiations and administering a personnel policy and union contract(s) in a large organization having a unionized workforce is required.

Within a large organization, experience overseeing or managing its information system is required.

Candidate must have demonstrated experience in communicating effectively with local, state and federal governmental agencies.

Candidate must be organized, analytical and capable of working effectively on a multitude of upper level tasks at any time. Training in the federal low-income tax credit program and/or HUD related funding programs would be helpful.

Certification as a Public Housing Manager from a HUD approved organization or certification as a Massachusetts Public Housing Administrator (MPHA) should be obtained within 1 year of employment.

**Starting Salary Range \$120,000 - \$135,000**

The starting and annual salary for this position is determined by the Executive Director based upon experience and annual performance as approved by the WHA Board of Commissioners.

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED.**

THE WATERTOWN HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER