



EXECUTIVE DIRECTOR POSITION

The East Georgia Housing Authority Partners is seeking a qualified, experienced candidate for the position of Executive Director. The East Georgia Housing Authority Partners consists of the Authorities of the City of Thomson, Warrenton, Harlem and Crawfordville. Currently, East Georgia Housing Authority Partners has a total of thirteen full time employees and manages a total of 358 public housing units.

The Executive Director is responsible for the administrative and professional work involved in the planning, direction, coordination and management of the East Georgia Housing Authority Partners' low-income housing and redevelopment programs.

The work involves the responsibility for planning, organizing, and directing the operation of all existing public low-income housing programs and any new programs as directed by the United States Housing Act of 1937, as amended, and the Housing and Community Development Act of 1974, and other federal legislation. The duties also include serving as Secretary/Treasurer of the Board of Commissioners and Contracting Officer for the Housing Authority. Performance of Duties requires application of executive skills; extensive knowledge of public housing, finance, and accounting, as well as the ability to research and evaluate new sources of housing assistance. Direct supervision is exercised over administrative personnel and general supervision over all employees of the East Georgia Housing Authority Partners. Work is performed with independence of action, subject only to broad program objectives, direction from the Board of Commissioners, and to pertinent federal laws, rules and regulations.

Education and Experience: Graduation from an accredited four- year college or university with a bachelor's degree in Business Administration, Social Sciences or related field, however public housing experience will be considered. Extensive, progressively responsible experience in financial planning, administrative management, public administration or public housing work; or any equivalent combination of training and experience to meet the required knowledges, skills, and abilities.

Benefits include a competitive salary, medical insurance, retirement program, holidays and vacation and sick leave. Candidates must pass a criminal history background check.

Qualified candidates should mail or drop off their applications to/at: Thomson Housing Authority, 219 Pecan Avenue, Thomson, GA. 30824. Deadline for submission of applications is August 31, 2021.

EOE

Crawfordville Property
301 Thompson Street
Crawfordville, Georgia 30631

Harlem Property
140 E. Milledgeville Road
Harlem, Georgia 30814

Thomson Property
219 Pecan Avenue
Thomson, Georgia 30824

Warrenton Property
PO Box 2
Warrenton, Georgia 30828