



EXECUTIVE DIRECTOR

The San Benito Housing Authority is seeking an individual as the **Executive Director** whose mission is to promote self-reliance and enhance the quality of life to its assisted families by providing safe, decent, and affordable housing. The Executive Director will provide the overall leadership, direction, and operational and financial management of the HA's Public Housing, Section 8, and other programs within the HA, its Public Facilities Corporation and non-profits. Other responsibilities include safekeeping of all property and records, the safety of the HA residents, and liaison between the Board of commissioners, HUD and state and local entities. Ideal candidates should possess:

- Bachelor's degree in Business, Public Administration, or closely related field from an accredited college or university
- Five years of responsible managerial experience in public housing, public sector or closely related field, or an equivalent combination of experience and education
- Knowledge of operating policies and procedures and pertinent HUD regulations
- Public or private multifamily housing industry knowledge and experience
- Working knowledge of Tax Credits, fiscal management & maintenance systems
- Knowledge of personnel and administrative management systems
- Excellent verbal and written communication skills
- Ability to establish and maintain working relationships with subordinates, coworkers and persons outside the HA

Interested individuals may submit by mail or email
cover letter, resume and three references
postmarked by **October 29, 2021** to:
San Benito Housing Authority
Attn: Human Resources
1400 N. Reagan St. San Benito, TX 78586
info@sanbenitohousing.com

Equal Opportunity Employer