



DEPUTY DIRECTOR

The San Benito Housing Authority is seeking an individual as the **Deputy 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 Deputy Director will assist the Executive Director in 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. The Deputy Director is responsible for the SBHA in the absence of the Executive Director. Ideal candidates should possess:

- Bachelor's degree in Business, Public Administration, or a closely related field from an accredited college or university and at least three (3) years of progressively responsible experience or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.
- 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 email or in person cover letter, resume, and three references to:

San Benito Housing Authority
Attn: Human Resources
1400 N. Reagan St. San Benito, TX 78586
info@sanbenitohousing.com

Position open until filled.

Equal Opportunity Employer