

## **Executive Secretary – Troy Housing Authority**

The City of Troy, NY Housing Authority is seeking qualified applicants for the position of Executive Secretary. The Executive Secretary, acting equivalent to an Executive Director, is responsible for administration and leadership in carrying out the Troy Housing Authority's mission of providing decent, safe and affordable housing. Presently, the Troy Housing Authority (THA) manages 1,273 units of Low Income Public Housing, 791 Tenant-based Housing Choice Vouchers, and 162 Project-based Vouchers. THA also functions as managing partner for two (2) Low Income Housing Tax Credit (LIHTC) properties, and is currently undergoing a full portfolio conversion of its low income public housing under the US Department of Housing and Urban Development's Rental Assistance Demonstration Program (RAD). This is an excellent opportunity to direct and manage a progressive housing agency. The candidate for this position is required to have practical and working knowledge of federal housing regulations and higher level experience in the areas of administration and management of a Public Housing Authority or related housing organization. Public Housing Management and LIHTC certification from a HUD approved organization is preferred or must be obtained within one year. Minimum requirements include a Master's degree in Business or Public Administration or a related discipline and five (5) years of experience in housing management, community development, public administration or a closely related field or a Bachelor's degree in Business or Public Administration or a related discipline and seven (7) years of experience as described above. Salary commensurate with experience and education.

Interested applicants must submit cover letter and resume, including five (5) professional references with contact information, postmarked on or before November 30, 2017, to the attention of Ms. Susan Steele, Board of Commissioners Chair, Troy Housing Authority, 1 Eddy's Lane, Troy, New York 12180, marked "Confidential" or to [tha.board@troyhousing.org](mailto:tha.board@troyhousing.org)