

VILLAGE OF NYACK HOUSING AUTHORITY

P.O. Box 740

15 Highview Court * Nyack * New * York * 10960

EXECUTIVE DIRECTOR

SECRETARY, VILLAGE OF NYACK HOUSING AUTHORITY **NYACK HOUSING AUTHORITY**

The Village of Nyack Housing Authority is seeking a dynamic Secretary to lead all aspects of the organization, including the administration of current programs, development of new materials, management options, and financial management. seeking a candidate to work in their fast-paced main office in Nyack New York. The work is specialized, diverse and can be complex in nature.

JOB DESCRIPTION: As Secretary of a municipal corporation this is a public officer position having an indeterminate term of appointment but having a contract for a term of employment. This is primarily a position to provide for the secretarial needs of the Authority but also involves a variety of other duties and responsibilities including the general management and direction of the facilities and business affairs of the Authority and the management of housing projects.

The work is performed independently responsibility as far as the primary duties of Secretary are concerned, however, other assigned duties and responsibilities are under the general supervision of the Chairperson of the Authority. Supervision is exercised over clerical and buildings and grounds personnel. Does related work as required.

REQUIRED QUALIFICATIONS:

1. Graduation from high school or possession of an equivalent diploma.
2. Graduation from college with a degree in management, public administration, or business administration or equivalent experience in management of nonprofit, public housing or government entity.

3. Four (4) years in the public housing, of experience that substantially involved coordinating phases of projects or programs,
4. Experience and an understanding of Section 8 housing program, and House Urban Development programs and Low-Income Housing Tax Credit (LIHTC).
5. Experience and skill in working with a community board of directors.
6. At least ten years of experience of responsible administrative experience, preferably in housing management, local government or related fields.
7. Excellent coalition-building skills and previous success in establishing partnerships with individuals and organizations of influence, including civic leaders, state, federal and local officials, and citizen stakeholders.
8. Ability to build strong collaborative teams and actively engage with staff. Demonstrated appreciation for staff, solicitation/incorporation of their input, and a positive working environment.
9. Sound and pragmatic managerial ability. An astute manager who can set clear priorities, delegate, solve problems and make timely decisions. Strategic thinking and vision. The vision and strategic thinking to perceive opportunities for growth and improve the efficiency, quality and costs of services.

Other Requirements and Information:

- This is an exempt and appointed position.

Salary and benefits are competitive with the public sector market including but not limited to the following:

- \$130,000 – \$150,000 Annual Salary commensurate with experience
- 40 Hour work week
- Medical, Dental and Vision
- Time off including vacation, personal and holiday time
- New York State Pension eligibility

Interested candidates should email a completed Rockland County application (if applicable, your resume, cover letter, references, etc. should be sent here executivesearch@vonha.org). Applications can be found at <https://rocklandgov.com/departments/personnel/guidelines-and-forms/>.

The Village of Nyack Housing Authority is an equal opportunity employer. We are committed to providing a workplace that is free from discrimination and harassment. All employment decisions at the Village of Nyack Housing Authority are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, national origin, ancestry, physical or mental disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable law.

The Village of Nyack Housing Authority complies with all applicable federal, state, and local laws governing nondiscrimination in employment. We value a diverse and inclusive workforce and encourage individuals from all backgrounds to apply.