

PUBLIC JOB NOTICE

The Board of Commissioners of the Housing Authority in Bay Minette, Alabama is currently accepting applications for the position of Executive Director. The Housing Authority operates 107 units of Public Housing. The Housing Authority has two active Capital Fund Programs.

The Executive Director is responsible for all the overall operations of the Housing Authority including management, cost control, planning daily operations and management of capital improvements. The Executive Director supervises a staff of two administrative employees and two maintenance employees. The applicant should demonstrate solid skills in management, knowledge of Federal and State regulatory requirements in Public Housing. It is suggested that the applicant have at least a bachelor's degree in business administration, public administration or management experience in public housing. Equivalent combination of education, training and experience may be substituted at the discretion of the Board of Commissioners. A certification as Public Housing Manager is required or the ability to obtain one within a year. Some travel is required. A valid driver's license is required and the ability to be insured and bonded. Applicant must live in the Police Jurisdiction of Bay Minette, Alabama.

The Executive Director is responsible to the five member Board of Commissioners and serves at the will and pleasure of the Board of Commissioners.

The starting salary will be based on experience and qualifications.

To apply, send a copy of your resume, with cover letter to

Chairman, Board of Commissioners
Housing Authority of the City of Bay Minette

ATTN: Executive Director Search

400 South Street

Bay Minette, Alabama 36507

Bay Minette Housing Authority is an Equal Opportunity employer.

DEADLINE FOR RESUME WILL BE September 21, 2018, BY 3:00 P.M.