

CAPITAL FUND COORDINATOR

Salary Range \$47,757.25-\$64,322.09

Be thoroughly familiar and knowledgeable of the current minimum housing standards required by HUD for public housing programs including Uniform Physical Condition Standards. Be thoroughly familiar and knowledgeable of local housing codes. Responsible for the development and implementation of the Capital Fund program. Reviews all plans and specifications developed by architects and/or engineers for compliance with program requirements. Responsible for the procurement of any assigned construction contracts for the Housing Authority. Responsible for the inspection of work performed by outside contractors to determine compliance with plans and specifications.

College graduate in building construction and/or extensive experience in construction administration and building trades. Ability to communicate amicably with a broad spectrum of the public and private sectors.

The Housing Authority offers retirement, health insurance, cafeteria plan, paid annual and sick leave, and paid holidays. Closing date for applications is July 14, 2017. Interested applicants should apply in person at the Central Office located in the Henry Green Apts. at 602 S. Lena St. between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or applicants may e-mail a resume to mperez@dothanhousing.org on or before the closing date.

All qualified applicants will receive due consideration for employment without regard to race, age, religion, sex, color, national origin, disability status, familial status or sexual orientation. Any applicant requiring accommodation should contact the Dothan Housing Authority at (334) 794-6713.

EQUAL OPPORTUNITY EMPLOYER