**THE GREATER GADSDEN HOUSING AUTHORITY(GGHA)**

**Job Posting**

**Selecting Officers: Greg Price, Executive Director**

**Director of Operations.** The regular office hours are Monday - Thursday from 7:00 am to 5:30 pm. The person selected for this position will be located in the Central Office.

**Advertising Date: Monday, October 9, 2023:** Applications will be taken until the position is filled but the initial review of applications will begin in late October. **Note: Must complete the application supplied by the GGHA (Copy Attached) or submit a résumé. Application or résumé must be submitted to the Central Office 422 Chestnut Street Gadsden, AL 35901 or emailed to** **info@ggha.org****. No online service applications will be accepted.**

**Condition of Employment:** The person selected for this position will serve an Introductory Period before becoming eligible for benefits (health insurance available after completion of first full calendar month of employment). The temporary period of the employee will be a minimum of three months and a maximum of one year.This position requires a **"Certification of a Public Housing Manager”** within 12 months of employment. The employee will be expected to take the "Certification" test after 3 months of employment and the Housing Authority will pay for all travel, training and test costs. If the employee fails the test the employee must retake the test**, at his/her own expense,** prior to the expiration of the 12-month period of employment. Note: The employee **will not** be considered for regular employment, until the required “Certification” is received by GGHA. If the employee selected does not pass the certification test on the second try or does not perform the duties satisfactorily, the employee will be **terminated** from employment. The position requires a thorough knowledge of the Public Housing Program including occupancy, maintenance, modernization and other related areas of operation.

The person serves as the head of the Property Management Department and assistant to the Executive Director, overseeing housing, residence initiatives, maintenance, modernization and construction programs of the Authority through subordinate supervisors.

**Minimum Qualifications:** Bachelor's degree in business administration, public administration, or related field, plus 5 years of progressively responsible supervisory experience in public housing administration, or an equivalent combination of education and experience.

The information contained in the application and job experience (as indicated in the application) will be evaluated to determine if the applicant meets the minimum requirements for this position and determine best qualified. This information will be evaluated and those selected as best qualified will be contacted for an interview. Individuals that were not selected for an interview will be notified, in writing.

Note: All GGHA Offices are designated as non-smoking buildings!

**This position includes an excellent benefit package and starting salary**

**The GGHA is an Equal Opportunity Employer: See Application for Equal Opportunity Statement**