

The Columbia County Housing Authority and Columbia County Redevelopment Authority are seeking applicants for the position of Executive Director. The Columbia County Housing and Columbia County Redevelopment Authorities are independent agencies with independent Boards of Directors who share an Executive Director and staff.

Summary of Responsibilities: The Executive Director (Director) is responsible for supervising Authority staff and administering, managing, maintaining, planning, and directing the Agency's programs. The Director is responsible for ensuring that all of the Agency's operations and programs are conducted in compliance with Federal, State, and local laws, ordinances, rules, and regulations; for the safekeeping of all property and records; and is the primary liaison with the Columbia County Commissioners, Board of Directors, United States Department of Housing and Urban Development (HUD), Pennsylvania Department of Community and Economic Development (DCED) and numerous other state and local entities. The Director is specifically responsible for ensuring the Agency is in compliance with HUD program requirements, including but not limited to Public Housing Assessment System and Section 8 Housing Choice Voucher Program. The Director oversees and ensures accurate preparation of all budgets and revisions, authorize Agency expenditures and monitors funds for effective and efficient use.

Education / Experience Requirements: A Bachelor's degree from an accredited four-year college or university in public administration, business administration, social science, or another similar program is preferred. Four (4) years of progressively responsible experience in public housing administration and or administration of programs supported by Community Development Block Grants is strongly desired. Grant application experience is preferred. Candidates overall experience and education will be considered.

Additional Requirements: A valid drivers license and current Pennsylvania Child Abuse History Clearance are required.

Compensation: Salary will be commensurate with education and experience.

Benefits include: Authority paid healthcare insurance, including eye and dental, employee spouse and dependents are eligible to participate with a nominal contribution; 401k retirement plan with up to 5% Authority match of contributions; Authority paid life insurance; generous paid personal, vacation, sick and holidays.

Additional Information: Information regarding specific duties and responsibilities of the Executive Director is available by contacting Rob Davidson at 570-784-7516, ext 417 or robd@hls.law.

Interested parties should submit letter of interest and CV with 3 letters of reference to:

Columbia County Housing and Redevelopment Authorities  
C/o Hummel, Lewis & Davidson, LLP  
3 E. Fifth Street  
Bloomsburg, PA 17815  
or by email at robd@hls.law