

Alpine Housing Authority**Title:** Executive Director**Department:** Administrative**Supervisor:** Board of Commissioners**FLSA Status:** Exempt - Salaried**Cutoff:** Until filled.

The Alpine Housing Authority (HA) is seeking an individual for Executive Director Position whose mission is to promote self-reliance and enhance the quality of life to its assisted families by providing safe, decent, and affordable housing.

The Executive Director will provide the overall leadership, direction, operational and financial management of the HA's Public Housing, Section 8, and other programs within the HA and its Public Facilities.

Other responsibilities include safekeeping of all property and records, the safety of the HA residents, and liaison between the Board of commissioners, HUD and state and local entities. Ideal candidates should possess:

- Four year degree from an accredited college or university
 - Two years of progressive managerial experience in public housing, public sector or closely related field, or an equivalent combination of experience and education
- Preferred
- Knowledge of operating policies, procedures, bylaws, labor laws, Texas Open Meeting Acts, Texas Public Information Act, and pertinent HUD regulations/reports, a plus.
 - Prior public or private multifamily housing industry knowledge
 - Working knowledge of fiscal financial management, accounting, budgeting, QuickBooks Pro, Excel, and control of finances & maintenance systems
 - Excellent verbal and written communications skills
 - Ability to establish and maintain working relationships with subordinates, coworkers and persons outside of the HA

And other duties as assigned.

Interested individuals may submit qualifications by mail or email Include: cover letter, resume and three professional references to:

Alpine Housing Authority

Attn: Board of Commissioners

P.O. Box 1274

Alpine, TX 79831

OR

1024 N 5th Street

Alpine, TX 79830

Email: alpineha@bigbend.net