" Advertisement for Employment"

EXECUTIVE DIRECTOR

The **Perth Amboy Housing Authority in New Jersey** is seeking a highly qualified and motivated individual to serve as the **Executive Director**. The selected candidate will be responsible for supervising all aspects of the Housing Authority's operations. The Authority administers a **Housing Choice Voucher Program of approximately 700 HCV units, 220 Tenant Protection Vouchers, 100 Project-Based units located Asbury Park, NJ and Perth Amboy, NJ,** approximately **30 Homeownership Vouchers, 420 RAD units converted form its public housing stock,** approximately **50 Outgoing Portable Vouchers**, and approximately **150 Incoming Portable Vouchers**, and employs approximately **20 full-time staff members**. The Housing Authority also works closely with its Not-For-Profit affiliate (PARTNER) to manage 360 RAD units converted from public housing.

Candidates must have a minimum of a 4-year college degree from an accredited college or university, as well as 5 years of related experience (a Master's degree may be substituted for 2 years' experience). Interested candidates must obtain an application from the Perth Amboy Housing Authority website at: **www.perthamboyha.org**

The Housing Authority encourages applications from bi-lingual candidates to better serve our diverse community.

Candidates must complete all forms and submit all documents as requested in the application package. Completed applications should be mailed to:

Douglas Dzema, Executive Director **(contact #: 732-826-3114)**
c/o Perth Amboy Housing Authority
881 Amboy Avenue, PO Box 390
Perth Amboy, New Jersey 08861

Or emailed to ddzema@perthamboyha.org

The application submission deadline is **Monday, August 31, 2026.**

EXECUTIVE DIRECTOR

Application Package Due:

Monday, August 31st, 2026

Perth Amboy Housing Authority
881 Amboy Avenue
PO Box 390
Perth Amboy ,NJ 08861
(732) 826-3110

APPLICATION PACKAGE

"Executive Director"

The Perth Amboy Housing Authority, New Jersey is searching for a highly qualified and motivated individual to serve as its Executive Director. A copy of the job description is attached to the application package detailing the duties and qualifications for this position. All interested candidates must:

1) Complete the attached application.
2) Submit a letter of interest with salary expectations.
3) Submit a resume.
4) Submit a writing sample.
5) Execute the criminal/credit background release form.

Applications must be submitted no later than Monday, August 31, 2026. All application packages should be addressed as follows:

Perth Amboy Housing Authority
881 Amboy Avenue
PO Box 390
Perth Amboy, NJ 08861
Attn: Douglas Dzema, Executive Director

Applications will also be accepted via email at ddzema@perthamboyha.org

Applications will be vetted for completeness, and the finalists will be personally interviewed.

Please note that an applicant's failure to submit all required information will be grounds for disqualification.

The Perth Amboy Housing Authority is located 30 miles from New York City in Middlesex County, New Jersey. Perth Amboy is an urban community with a rich cultural history and a more than 300-year-old maritime and industrial legacy. The City comprises a land area of 4.55 square miles with a population of 50,814 according to the 2010 Census.

The Housing Authority receives a majority of its subsidies from the United States Department of Housing and Urban Development (HUD) The Authority administers a Housing Choice Voucher Program of approximately 700 HCV units, 220 Tenant Protection Vouchers, 100 project based units located in Asbury Park, NJ and Perth Amboy, NJ, approximately 30 Homeownership Vouchers, 420 RAD units converted from its public housing stock, approximately 50 Outgoing Portable Vouchers, and approximately 150 Incoming Portable Vouchers, and employs approximately 20 full-time staff members. The

Housing Authority also works closely with its not-for-profit affiliate (PARTNER) to manage 360 RAD units converted from public housing. The Housing Authority also has three (3) interlocal agreements with other Housing Authorities to provide management, accounting, and other services. Those 3 PHA's are made up of approximately 500 housing choice vouchers, 125 Section 8 project based rental assistance units, and a 100-unit affordable housing development.

The candidate selected, if not completed already, will be required to fulfill the New Jersey state-mandated training curriculum within two years of appointment.

Information regarding the Perth Amboy Housing Authority may be obtained from its website which is located at: www.perthamboyha.org.

PERTH AMBOY HOUSING AUTHORITY
EMPLOYMENT APPLICATION

PERSONNEL INFORMATION

NAME: ____

ADDRESS: ____

CITY, STATE, ZIP ____

TELEPHONE NO. ____

EMAIL ADDRESS: ____

EMERGENCY CONTACT (NAME/PHONE) ________________________

EMERGENCY CONTACT RELATIONSHIP TO EMPLOYEE

____

What position are you applying? ________________________________

DO YOU HAVE A VALID DRIVERS LICENSE? YES NO________

IF YES, PLEASE PROVIDE YOUR DRIVERS LICENSE NO.__________________________

DO YOU OWN A CAR? YES________NO________

IS IT PROPERLY REGISTERED AND INSURED? YES________NO________

APPLICATION FOR EMPLOYMENT

(Please Print) Application Date: ________________

Name: ____
Last First Middle

Address: ____
Number/ Street City State Zip

Phone No. (______) ____________Date of Birth: ____________

Driver's License No. - ____________________________

Are you a U.S. Citizen? Yes ______ No ______ Other (Name)____________________

EDUCATION HISTORY: (Highest level completed)
Education: ______ Elementary ______ High School ______ College __________Graduate School__________

Machine Operator/ Skilled Trade:

____

EMPLOYMENT HISTORY: Resume Attached? (If Yes, Skip Details) YES_____ NO_____
Please provide accurate and complete employment information. Begin with the most recent employer.

Company Name:________________________________ From:_____ To: _____
(Month & Year)

Address:____________________________________

State Job Title and Briefly Describe Your Work:

____
____
____
____

Reason For Leaving:____

EMPLOYMENT HISTORY (continued):

Company Name:________________________ From:________ To: ________
(Month & Year)

Address: ____

State Job Title and Briefly Describe Your Work:

____

____

____

____

Reason For
Leaving:____

_____

Company Name:________________________ From:________ To:________
(Month & Year)

Address: ____

____

State Job Title and Briefly Describe Your Work:

____

____

____

____

Reason For
Leaving:____

______

Company Name:__________________________________ From:____ To: ________
(Month & Year)

Address: _____________________________________

____

State Job Title and Briefly Describe Your Work:

____

____

____

____

Reason For
Leaving:____

MILITARY: Complete this Section if you served in the U. S. Armed Forces.

Describe your duties and any special training:

____

____

____

Branch of Service ________________________ Period of Active Duty____________

Month & Year From: ______________ To:______________

Rank at Discharge __________________________

Date of Final Discharge_______________

SIGNATURE: I hereby declare the information provided by me in this application for Employment is true, correct and complete to the best of my knowledge, I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize you to obtain an investigative consumer report containing information obtained through personal interviews with my neighbors, friends and acquaintances. This report, if obtained, may include information as to my character, general reputation, personal characteristics and mode of living. I understand I have the right to make a written request within a reasonable period to receive additional detailed information about the nature and scope of any such investigation.

______________________________ ___________________________________

DATE Signature

FOR EMPLOYER'S USE ONLY

Date Employed: __________

Position: ___________

Rate: __________

Interview Results:

____

____

____

____

Housing Authority of the City of Perth Amboy (HAPA)

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosure

The Housing Authority of the City of Perth Amboy (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 100 Centerview Drive, Suite 300, Nashville, TN 37214, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/ alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Company to obtain the consumer reports described above about me.

Applicant Name ______________________________

Applicant Signature ______________________________ Date____________________

[END OF DOCUMENT]

PLEASE PROCEED TO THE NEXT DOCUMENT ENTITLED:

"OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES"

Housing Authority of the City of Perth Amboy (HAPA)

OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosures

Investigative Consumer Report:

The Housing Authority of the City of Perth Amboy (the "Company") may request an investigative consumer report about you from HireRight, LLC ("HireRight"), a consumer reporting agency, in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

Ongoing Authorization:

If the Company hires you or contracts for your services, the Company may obtain additional consumer reports and investigative consumer reports about you without asking for your authorization again, throughout your employment or your contract period, as allowed by law.

Additional State Law Notices:

Please see the "Additional State Law Notices" for California, Massachusetts, Minnesota, New Jersey, New York, and Washington that are provided below, as applicable. A California disclosure and summary of your rights under California Civil Code Section 1786.22, and a copy of New York Article 23-A, are being provided to you separately.

Summary of Rights under the Fair Credit Reporting Act:

A summary of your rights under the Fair Credit Reporting Act is being provided to you separately.

San Francisco Fair Chance Ordinance Official Notice:

A copy of the San Francisco Fair Chance Ordinance Official Notice is being provided to you separately.

HireRight Privacy Policy:

Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

Acknowledgments & Authorization

I acknowledge that I have received and carefully read and understand the separate "Disclosure and Authorization Regarding Background Investigation for Employment Purposes"; and the separate "Summary of Rights under the Fair Credit Reporting Act" that have been provided to me by the Company. I also acknowledge receipt of and that I have carefully read and understand (as applicable), the separate California Disclosure and Summary of Rights under California Civil Code Section 1786.22; the separate New York Article 23-A; and the separate San Francisco Fair Chance Ordinance Official Notice that have been provided to me.

By my signature below, I authorize the preparation of background reports about me, including background reports that are "investigative consumer reports" by HireRight, and to the furnishing of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment or engagement for services (including independent contractor or volunteer assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may, as allowed by law, obtain from HireRight (or from a consumer reporting agency other than HireRight) additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period.

I understand that if the Company obtains a credit report about me, then it will only do so where such information is substantially related to the duties and responsibilities of the position in which I am engaged or for which I am being evaluated.

I understand that information contained in my employment (or contractor or volunteer) application, or otherwise disclosed by me before or during my employment (or contract or volunteer assignment), if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I understand that the information included in the background reports may be obtained from private and public record sources, including without limitation and as appropriate: government agencies and courthouses; educational institutions; and employers. Accordingly, I hereby authorize all of the following, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local government agencies and courts; educational institutions (public or private); testing agencies; information service bureaus; credit bureaus and other consumer reporting agencies; other public and private record/data repositories; motor vehicle records agencies; my employers; the military; and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my: employment and earnings history; education, credit, motor vehicle and accident history; drug/alcohol testing results and history; criminal history; litigation history; military service; professional licenses, credentials and certifications; social security number verification; address and alias history; and other information.

By my signature below, I also promise that the personal information I provide with this form or otherwise in connection with my background investigation is true, accurate and complete, and I understand that dishonesty or material omission may disqualify me from consideration for employment. I agree that a copy of this document in faxed, photocopied or electronic (including electronically signed) form will be valid like the signed original. I further acknowledge that I have received additional state law notices that I have reviewed and read.

☐ **California, Minnesota or Oklahoma consumers:** Please check this box if you would like to receive (whenever you have such right under the applicable state law) a free copy of your background report if one is obtained on you by the Company.

Additional State Law Notices

Please also note the following:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the actual copying costs, by appearing at the consumer reporting agency's offices in person, during normal business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history to verify your identity.

HireRight, LLC ("HireRight") will prepare the background report for the Company. HireRight is located and can be contacted at 100 Centerview Drive, Suite 300, Nashville, TN 37214, (800) 400-2761. Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

Additional California-specific information is set out below.

MASSACHUSETTS: Upon request to the Company, you have the right to know whether the Company requested an investigative consumer report about you and, upon written request to the Company, you have the right to receive a copy of any such report. You also have the right to ask the consumer reporting agency (e.g., HireRight) for a copy of any such report.

MINNESOTA: You have the right in most circumstances to submit a written request to the consumer reporting agency (e.g., HireRight) for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after (i) its receipt of your request or (ii) the date the report was requested by the Company, whichever date is later.

NEW JERSEY: You have the right to submit a request to the consumer reporting agency (e.g., HireRight) for a copy of any investigative consumer report the Company requested about you.

NEW YORK: You have the right, upon written request to the Company, to be informed of whether or not the Company requested a consumer report or an investigative consumer report about you. Shown above is the address and telephone number for HireRight, the consumer reporting agency used by the Company. You may inspect and receive a copy of any such report by contacting that consumer reporting agency. A copy of Article 23-A of the New York Correction Law is also provided below.

WASHINGTON STATE: If the Company requests an investigative consumer report, you have the right, upon written request made to the Company within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You are entitled to this disclosure within 5 days after the date your request is received or the Company ordered the report, whichever is later. You also have the right to request a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Applicant Last Name ______________________ First ________________ Middle ____________

Applicant Signature ______________________________ Date_____________________

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

    - a person has taken adverse action against you because of information in your credit report;
    - you are the victim of identity theft and place a fraud alert in your file;
    - your file contains inaccurate information as a result of fraud;
    - you are on public assistance;
    - you are unemployed but expect to apply for employment within 60 days.

  In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.

- The following FCRA right applies with respect to nationwide consumer reporting agencies:

  CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

  You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

  As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Assistant General Counsel for Office of Aviation Consumer Protection Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Division Regional Office
6. Small Business Investment Companies	Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street NE Washington, DC 20549
8. Institutions that are members of the Farm Credit System	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357

Job Description for the Position of Executive Director

DATE:

DEPARTMENT: Administration

REPORTS TO: Board of Commissioners

SUPERVISES: Administrative Staff

PURPOSE:
To provide the leadership and management of the planning, organizing, staffing, direction, and control functions of the agency. Interprets and implements policies approved by the Board and is responsible for the administration of board policies. The position conforms to a Contract between the board and the executive director.

I. ESSENTIAL TASKS OF THE POSITION:

A. Interprets, implements, and administers the policies of the board of commissioners and all federal and state housing regulations.

1. Prepares and presents all material to be reviewed by and to be acted upon by the board.
2. Acts as secretary to the board, maintaining appropriate minutes, files, and records.
3. Determines appropriate course(s) of action related to adopted policies and procedures.
4. Approves all correspondence, notices and directives dealing with policies issued by the board for clarity and soundness.
5. Conforms to the requirements of the Employment Agreement in force between the director and the board of commissioners.
6. Represents the agency and maintains liaison with regulatory agencies, local officials, and community-based organizations, interpreting and explaining the agency's programs, policies, services, needs and other matters of mutual interest.
7. Attends, on a consistent basis. meetings, workshops, conferences, seminars, and other sessions, in order to gain first-hand knowledge of new or improved housing programs in the public and private sectors.
8. Prepares reports for internal and external use.
9. Acts as the agency's Public Relations Officer clearing all external statements, reviews and policies before being released to media.

10. Acts as the agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes.

11. Acts as the agency's Affirmative Action and Contract Compliance Officer

B. Provides for the administration, leadership, and management of the agency.

1. Prepares and presents to the board for approval and subsequently administers and controls the conditions outlined in the Annual Contribution Contracts, annual budgets, and other supplemental budgets

2. Selects, appoints, disciplines, promotes, transfers, and terminates all agency employees according to Board policy

3. Supervises managerial employees and an administrative assistant and indirectly monitors the performance of all agency employees

4. Responsible for the final review and approval of all work programs

5. Receives bids for board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.

6. Supervises management and control of agency's payables, receivables, cash, or other assets (including investments) associated with operating contracts, insurance administration and all internal and external financial operations.

7. Authorizes expenditures/purchase orders in compliance with board policies.

8. Anticipates the board's, staff's and clients' needs and responds by making executive level decisions where appropriate to improve operations and services.

9. Initiates the writing of proposals and grants.

10. Creates and may serve as a member where appropriate on essential committees.

C. Directs and coordinates activities of managerial personnel engaged in carrying out agency objectives:

1. Designs, implements, and administers all agency functions and sub-functions so as to meet (or exceed) agency goals.

2. Reviews, maintains, and implements all appropriate agency personnel policies and procedures.
3. Establishes goals and objectives for department heads and approves those set for managers and supervisors.
4. Supervises, monitors, and evaluates performance of department head personnel.
5. Compiles agency budget for board review and approval and reviews entire agency budget
6. Reviews/approves and implements regulations and notices from governmental and regulatory agencies and responds to such in (written) timely manner.
7. Reviews/approves workload, schedules, personnel assignments, status of ongoing work, projects, and available personnel for work assignments in order to plan agency activities.
8. Assigns/approves specific duties to personnel and special projects, considering individual knowledge and experience.
9. Reviews/approves reports, papers and other records prepared by personnel for clarity, completeness, accuracy, and conformance with agency policies.
10. Coordinates work activities of administration with other departments, sections or agencies to prevent delays in actions required or to improve services to residents.
11. Plans and conducts or arranges for orientation and training of personnel
12. Approves leave requests, commendations, and disciplinary actions.
13. Maintains a high degree of personal flexibility and capability to address multi tasks and assignments of agency.
14. Assures confidentiality of personnel information, processes and data which would be damaging if not properly safeguarded.

II. SECONDARY POSITION TASKS:

A. Performs duties as assigned by the board of commissioners.

B. The position requires:

1. Considerable knowledge of the principles, theory, and methods of executive level management
2. Ability to establish and maintain effective working relationships with staff members, community leaders and regulatory agency administrators.
3. Ability to prepare and issue clear and concise instructions, either verbally or in written form
4. Ability to research and gather essential data relating to housing management/maintenance issues.

5. Working knowledge of governmental regulations
6. Ability to understand blueprints, engineering drawings and technical documents.
7. Ability to direct a moderately large organization.

III. POSITION REQUIREMENTS AND QUALIFICATIONS

A. Education Level:

1. A degree from an accredited four-year college or university in public administration, public finance, social science, urban planning or community development, or other appropriate program.

B. Experience in related field:

1. At least five years of experience in public administration, public finance, realty, or similar professional employment. (Attainment of a master's degree in an appropriate program may substitute for two years of experience.)

C. Unique expertise/certification/registrations:

1. New Jersey driver's license unrestricted except for corrective lenses and automatic transmission
2. Ability to maintain and enforce confidentiality in all assignments.
3. Ability to work harmoniously with other agency personnel.
4. Ability to relate to and interact with elderly and family residents in low and moderate income housing settings.
5. Ability to be flexible and perform work under time pressure.
6. Ability to train and give directions to other staff

D. Working conditions:

1. Environmental parameters:
   a. Ability to work in an office environment.
   b. Ability to work in a public housing environment in all weather conditions (hot, cold, humid, dry and wet)

2. Physical demands:

Type: sedentary work ability to perform managerial duties. Ability to lift, carry, push, pull or otherwise move an object. Work involves walking, standing and driving for brief periods of time.

E. Work schedule:

1. Ability to work (35) hour week
2. Must have the ability to be on-call 24 hours a day, seven days a week including holidays.

F. Equipment used:

1. Competency in operating computer(s), printers, and general office equipment.

IV. APTITUDE REQUIREMENTS:

A. Cognitive:

1. Analytical:
   a. Ability to apply principles of logical thinking, to define problems, collect data, establish facts and draw conclusions; to interpret a variety of technical instructions.
   b. Ability to deal with several concrete/abstract variables or unknowns simultaneously.
   c. Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

2. Communication:
   a. Ability to compose original correspondence, follow rules and regulations and have increased contact with people.
   b. Ability to interview, counsel or advise people.
   c. Ability to understand safety rules, warnings and instructions in the use and maintenance of facility and equipment.
   d. Ability to log in data and draft data summaries and correspondence e.Ability to complete reports with proper format, punctuation, spelling and grammar.
   f. Ability to record and deliver information; to explain complex procedures to others; to follow and give verbal and written work orders.
3. Ability to answer inquiries from residents/staff/public. Ability to converse with officials, service providers, disgruntled residents, and the general public.

4. Mathematical:

   a. Ability to use practical application of system of real numbers, fractions, percentages, and ratios.
   b. Ability to compile, compute and present mathematical information.
   c. Ability to calculate variables, formulas, and proportion variables.

5. Administrative detail:
   a. Ability to complete forms; record and locate data accurately and reconcile data from different sources.
   b. Ability to pay close attention to detail and accurately distinguish data.
   c. Ability to innovate and create analysis.

B. Manual:

1. Motor coordination:
   a. Ability to accurately reach, feel or handle equipment used in daily routine.

2. Finger dexterity:
   a. Ability to pick, pinch or otherwise work with fingers to operate above equipment.

3. Manual dexterity:
   a. Ability to seize, hold, grasp* turn or otherwise work with hands to operate above equipment.

C. Visual:

1. Near-range vision:
   a. Clarity of vision at 20 inches or less

2. Mid-range vision:
   a. Clarity of vision at distance of more than 20 inches and less than 20 feet

3. Far-range vision:
   a. Clarity of vision at distance of more than 20 feet

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position, Reasonable accommodations, as required by the Americans with Disabilities Act will be granted wherever possible.