

**EXECUTIVE DIRECTOR
NORTH BEND CITY/COOS CURRY
HOUSING AUTHORITIES**

North Bend City/Coos Curry Housing Authorities is looking for an Executive Director who will serve as the Secretary to the North Bend City Housing Authority and Coos Curry Housing Authority's Boards of Commissioners, and is responsible to the Boards for carrying out their policies, procedures and directions in accordance with the Department of Housing and Urban Development rules and regulations while overseeing the general administration, financial management, and daily operations of the agency. NBC/CCHA has 160 Public Housing, 851 Section 8 Voucher, 44 VASH Vouchers, manages an additional 98 multi-family and elderly disabled units and 15 full-time employees.

A Bachelor's or higher degree from an accredited four-year college or university in Public or Business Administration, Planning, Social Science or related field and Executive Director Certificate is preferred, must attain PHM certificate within one (1) year and have at least five (5) years progressively responsible management, leadership and/or supervisory experience in public housing, or equivalent experience in a housing authority with knowledge of Section 8 regulations and HUD rules and regulations. Prior experience must be at the level of a department, division or agency head or administrative assistant in a public housing authority organization of comparable size. A combination of training (education) and experience which provides the necessary knowledge, skills and abilities for this position is acceptable.

Please email a cover letter and resume to recruit@cardinal-services.com by May 8, 2015, with the subject line of: Executive Director.

