

## EXECUTIVE DIRECTOR JOB OPENING

The Shelton Housing Authority (SHA) is accepting applications for the job of Part Time Executive Director (ED) in Shelton, NE. Shelton is conveniently located approximately 25 miles East of Kearney Nebraska and approximately 20 miles West of Grand Island Nebraska on Nebraska Highway 30. The SHA administers 19 public housing units consisting of 14 one-bedroom units and 5 two-bedroom units. The ED will work independently and must be able to learn all functions of operating a public housing authority in compliance with HUD guidance. The ED will also work with a five-member board of commissioners.

The ED responsibilities include: policy development, budget management, Capital Fund Grants administration, HUD reporting, tenant issues, proper maintenance of confidential records, prioritize tasks, meet deadlines, and attend necessary further education courses. Successful candidate must obtain a Public Housing Manager Certification through the NAHRO program within the first year of employment.

Applicants should have some experience working with housing administration, business administration, Government grant administration, or other housing and management past work responsibility. Preference will be given to persons with a minimum of an Associate Degree in a business field or past housing or grant administration knowledge.

Minimum requirements include a high school diploma or equivalent, computer experience, a valid driver's license and must be bond insurable.

Hours worked and compensation will be based on qualifications and experience. EOE

Applicants may obtain an application by mail to the following address:

Shelton Housing Authority  
306 C Street Apt. #6  
Shelton, NE 68876

**OR**

by email to: [director@sheltonhousing.org](mailto:director@sheltonhousing.org).

Application submittal must include:

- Letter of Application that includes expected wage compensation
- Completed Application
- Resume and References

Application accepted in office until 5 pm on Thursday, October 8<sup>th</sup>, 2020.

Applications accepted through mail or email until 5 pm on Friday, October 9<sup>th</sup>, 2020.