

## **WEST NEW YORK HOUSING AUTHORITY**

### **JOB NOTICE - EXECUTIVE DIRECTOR**

The Housing Authority of the Town of West New York (the "Authority") is currently seeking a full-time Executive Director. The Executive Director will be responsible for directing the Authority which owns and operates 714 senior and family units in 8 developments, and administers approximately 426 section 8 housing choice vouchers.

Candidates must have a least 5 years' experience in public administration, public finance, real estate management or other similar professional employment appropriate to the management of multifamily housing units or redevelopment projects; a masters' degree can be substituted for 2 years' experience.

Candidates must either possess, or within 1 year obtain, the Public Housing Manager Certification or equivalent, and must have excellent communication skills and proven leadership abilities.

Candidates must have outstanding interpersonal skills and demonstrated financial management experience. Other requirements include demonstrated supervisory experience, a proven ability to work cooperatively with a board of commissioners and neighborhood groups. Candidates must have a thorough knowledge of HUD rules, regulations and guidelines, and must meet the New Jersey Department of Community Affairs requirements as set forth in N.J.A.C. 5:44-3.1. Candidates must have at least a 4-year degree in public administration, social science, or other appropriate program such as urban planning, community development, finance, or business administration.

Salary is commensurate with experience. Submit resume, cover letter, salary requirements and 5 references to: Search Committee, c/o Jason P. Capizzi, Esq., General Counsel, The Housing Authority of the Town of West New York, 6100 Adams Street, West New York, New Jersey 07093.

Submissions must be received not later than December 30, 2025. Please contact Mr. Capizzi at (201) 546-9200 or via e-mail at [jason@jpcapizzi.com](mailto:jason@jpcapizzi.com) for a more comprehensive description of the responsibilities and duties of the Executive Director.