

***Assistant Director of Capital improvements***  
***BROCKTON HOUSING AUTHORITY***

The Brockton Housing Authority, a nationally recognized and award winning public housing authority, is presently accepting applications from experienced construction administrator for the position of Assistant Director of Capital Improvements. A resume and cover letter should be mailed, emailed, or hand delivered to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, Brockton, MA 02301. The position will remain open until filled. Interviews are expected to begin on September 18, 2023.

**Nature of Work:** The role of the Assistant Director of Capital Improvements is to provide direct, knowledgeable assistance to the Director, with direct guidance to and oversight of the Authority's Capital Improvements Department. The Assistant Director reports directly to the Director of Capital Improvements & Redevelopment. The Director is responsible for setting the agenda for the Capital Improvement Department, and in establishing, along with staff, the measurements of success. The Assistant Director has the responsibility, supervising the staff, assuring compliance with federal, state and local statutes and regulations. The Assistant Director assists the Director in assuring that the established objectives of the Department are understood and met. The Assistant Director, in coordination with the Director identifies staffing needs, revisions needed to organizational structure, and procedures for staff to follow to assure that policies and goals are properly and efficiently implemented. The Assistant Director will be the primary contact and provide oversight to the placement, continued operation, and other related activities of the Authority Cellular Antenna program.

A full job description can be found at [www.BrocktonHousingAuthority.com](http://www.BrocktonHousingAuthority.com).

**Starting Annual Salary:** \$90,000 - \$100,000, based upon experience and qualifications, with an excellent benefits package including health, dental, vision, disability & life insurance, and pension plan.

**The Brockton Housing Authority is an Equal Opportunity Employer**