The Niceville Housing Authority of the City of Niceville, Florida is seeking an experienced housing professional for the position of Executive Director who will direct the operations of an agency with 111 units of Conventional Public Housing. The Executive Director will answer to a five (5) member Board of Commissioners, each of whom has been appointed by the City Council.

The successful candidate with an experienced operations staff will execute day-to-day management over the agency’s activities, including, but not limited to property management, redevelopment, procurement, planning, personnel, budgeting, finance, grants, and contracts. The successful candidate must also effectively interact with residents as well as the Board, and representatives of other governmental agencies.

The successful candidate must demonstrate a thorough understanding of Housing and Urban Development (HUD) programs, policies, and procedures. The agency seeks candidates with experience in public housing management, preferably with an education in public administration, business management, or related fields. Demonstrated proficiency in finance, accounting, personnel management, public relations, and information technology is necessary.

The successful candidate must be Public Housing Management certified or certifiable within one year of employment. The salary is negotiable and will be commensurate with the candidate’s qualifications and experience. Niceville Housing Authority offers a sign on bonus of $2,500.00 after six months of employment. The Authority offers excellent health and retirement benefits and is an equal opportunity employer.

A detailed letter of interest, including salary requirements, resume and references should be submitted no later than May 13, 2024,

Search Committee

Niceville Housing Authority

500 Boyd Circle

Niceville, FL 32578

director@nicevillehousing.org