

EXECUTIVE DIRECTOR

Application Package

Due: Wednesday, October 21st, 2026

By 10:00 AM



Secaucus Housing Authority
700 County Avenue
Secaucus, New Jersey 07094
(732) 774-2660

APPLICATION PACKAGE

“Executive Director”

The Secaucus Housing Authority, New Jersey is searching for a highly qualified and motivated individual to serve as its Executive Director. A copy of the job description is attached to the application package detailing the duties and qualifications for this position. All interested candidates must:

- 1) Complete the attached application.
- 2) Submit a letter of interest with salary expectations.
- 3) Submit a resume.
- 4) Submit a writing sample (Non-AI Generated).
- 5) List of references & applicable PHA experience.
- 6) Execute the criminal/credit background release form.

Applications must be submitted no later than Wednesday, October 21st, 2026, by 10:00 AM. All application packages should be addressed as follows:

Secaucus Housing Authority
700 County Avenue
Secaucus, NJ 07094
Attn: William F. Snyder-Search Committee

Applications will be vetted for completeness, and the finalists will be personally interviewed.

Please note that an applicant's failure to submit all required information will be grounds for disqualification.

The Secaucus Housing Authority is located in close proximity to New York City. Secaucus is a diverse suburban community located in Hudson County, New Jersey. The town is known as a major transportation hub and shopping destination within the Gateway Region. It is situated in the Meadowlands, bordering Jersey City and the Hackensack River. It is famous for its numerous outlet malls, hotels, and proximity to MetLife Stadium. The Housing Authority owns and manages three (3) RAD converted PBV properties consisting of 275 units and a Housing Choice Voucher Program of approximately 175 units. The tenant population at the PBV facilities are comprised of all elderly, disabled, and handicapped individuals. The Housing Authority has approximately 9 full-time employees.

Information regarding the Secaucus Housing Authority may be obtained from its website which is located at: www.secaucusha.org.

**SECAUCUS HOUSING AUTHORITY
EMPLOYMENT APPLICATION**

Employment Application-Executive Director

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐
Have you ever worked for this company?	YES ☐	NO ☐	If yes, when?		
Have you ever been convicted of a felony?	YES ☐	NO ☐			

If yes, explain: _____

Education

High School:	Address:		YES ☐	NO ☐	Degree:
From: _____ To: _____	Did you graduate?				
College:	Address:				
From: _____ To: _____	Did you graduate?				Degree:
Other:	Address:				
From: _____ To: _____	Did you graduate?				Degree:

References

Please list three professional references.

Full Name: _____	Relationship: _____
Company: _____	Phone: () _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: () _____

Address:

Full Name:

Relationship:

Company:

Phone: ()

Address:

Previous Employment

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Military Service

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

BACKGROUND CHECK

Secaucus Housing Authority TO BE COMPLETED BY CANDIDATE

PLEASE PRINT ALL REQUESTED INFORMATION.

Name: _____

Other Names Used: _____

Current Address: _____

City/State/ZIP Code: _____

Social Security #: _____

Date of Birth* _____

The Secaucus Housing Authority is requesting your social security number (SSN) in order to expedite this check. Your SSN will not be disclosed to anyone outside the Housing Authority except as mandated by law.

Driver's License # _____ **State of Issue:** _____

In connection with my employment at the Secaucus Housing Authority, I hereby authorize the Housing Authority to conduct a security background check on me. I understand that this security check will cover information such as criminal history, credit, education and employment, sanctions/exclusions, and professional licensure/certifications. I understand that this background check may also include information from previous employers relating to my work experience. I hereby release the Secaucus Housing Authority and its employees and agents from all liability resulting from the furnishing of this information to Secaucus Housing Authority. I certify that the statements made by me on this form and in the employment application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made herein could void my consideration for employment, or could result in disciplinary action up to, and including termination.

Signature: _____

Date: _____

With few exceptions, you are entitled (at your request) to be informed about the information Secaucus Housing Authority collects about you. You are entitled to receive and review the information and correct information about you that is held by us and is incorrect. The collection, maintenance and distribution of this information is governed by all applicable federal and state laws.

** DOB is being requested in order to obtain accurate retrieval of records*

This section to be completed by Secaucus Housing Authority

Position: Executive Director

Request Date: _____

Results: _____

Date: _____

Approved: ☐ Yes ☐ No **SHA Representative:** _____

Job Description For The Position of Executive Director

DATE:

Administration

DEPARTMENT:

REPORTS TO: Board of Commissioners

SUPERVISES: Administrative Staff

PURPOSE:

To provide the leadership and management of the planning, organizing, staffing, direction and control functions of the agency. Interprets and implements policies approved by the Board and is responsible for the administration of board policies. The position conforms to a Contract between the board and the executive director.

I. ESSENTIAL TASKS OF THE POSITION:

A. Interprets, implements and administers the policies of the board of commissioners and all federal and state housing regulations.

1. Prepares and presents all material to be reviewed by and to be acted upon by the board
2. Acts as secretary to the board, maintaining appropriate minutes, files and records
3. Determines appropriate course(s) of action related to adopted policies and procedures
4. Approves all correspondence, notices and directives dealing with policies issued by the board for clarity and soundness
5. Conforms to the requirements of the Employment Agreement in force between the director and the board of commissioners.
6. Represents the agency and maintains liaison with regulatory agencies, local officials and community-based organizations, interpreting and explaining the agency's programs, policies, services, needs and other matters of mutual interest.
7. Attends, on a consistent basis, meetings, workshops, conferences, seminars and other sessions, in order to gain first hand knowledge of new or improved housing programs in the public and private sectors
8. Prepares reports for internal and external use
9. Acts as the agency's Public Relations Officer clearing all external statements, reviews and policies before being released to media

10. Acts as the agency's Personnel Officer assuring that all personnel policies, procedures, position descriptions and general personnel practices conform with all applicable statutes
 11. Acts as the agency's Affirmative Action and Contract Compliance Officer
- B. Provides for the administration, leadership and management of the agency.
1. Prepares and presents to the board for approval and subsequently administers and controls the conditions outlined in the Annual Contribution Contracts, annual budgets and other supplemental budgets
 2. Selects, appoints, disciplines, promotes, transfers and terminates all agency employees according to board policy
 3. Supervises a small number of managerial employees and an executive secretary, and indirectly monitors the performance of all agency employees
 4. Responsible for the final review and approval of all work programs
 5. Receives bids for board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions
 6. Supervises management and control of agency's payables, receivables, cash or other assets (including investments) associated with operating contracts, insurance administration and all internal and external financial operations
 7. Authorizes expenditures/purchase orders in compliance with board policies
 8. Anticipates board's, staff's and clients' needs and responds by making executive level decisions where appropriate to improve operations and services
 9. Initiates the writing of proposals and grants
 10. Creates and may serve as a member where appropriate on essential committees
- C. Directs and coordinates activities of managerial personnel engaged in carrying out agency objectives:
1. Designs, implements and administers all agency functions and sub-functions so as to meet (or exceed) agency PHAS goals
 2. Reviews, maintains and implements all appropriate agency personnel policies and procedures
 3. Establishes goals and objectives for department heads and approves those set for managers and supervisors
 4. Supervises, monitors and evaluates performance of department head personnel
 5. Compiles agency budget for board review and approval and reviews entire agency budget
 6. Reviews/approves and implements regulations and notices from governmental and regulatory agencies and responds to such in (written) timely manner

7. Reviews/approves workload, schedules, personnel assignments, status of on-going work, projects and available personnel for work assignments in order to plan agency activities
 8. Assigns/approves specific duties to personnel and special projects, considering individual knowledge and experience
 9. Reviews/approves reports, papers and other records prepared by personnel for clarity, completeness, accuracy and conformance with agency policies
 10. Coordinates work activities of administration with other departments, sections or agencies to prevent delays in actions required or to improve services to residents
 11. Plans and conducts or arranges for orientation and training of personnel
 12. Approves leave requests, commendations and disciplinary actions
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13. Maintains a high degree of personal flexibility and capability to address multi tasks and assignments of agency
 14. Assures confidentiality of personnel information, processes and data which would be damaging if not properly safeguarded

II. SECONDARY POSITION TASKS:

A. Performs duties as assigned by the board of commissioners

B. The position requires:

1. Considerable knowledge of the principles, theory and methods of executive level management
2. Ability to establish and maintain effective working relationships with staff members, community leaders and regulatory agency administrators
3. Ability to prepare and issue clear and concise instructions, either verbally or in written form
4. Ability to research and gather essential data relating to housing management/maintenance issues
5. Working knowledge of governmental regulations
6. Ability to understand blueprints, engineering drawings and technical documents
7. Ability to direct a moderately large organization.

III. POSITION REQUIREMENTS AND QUALIFICATIONS

A. Education Level:

1. A degree from an accredited four-year college or university in public administration, public finance, social science, or other appropriate program.
(See page 3.)

B. Experience in related field:

1. At least five years of experience in public administration, public finance, realty, or similar professional employment. (Attainment of a master's degree in an appropriate program may substitute for two years of experience.)

C. Unique expertise/certification/registrations:

1. New Jersey driver's license unrestricted except for corrective lenses and automatic transmission
2. Ability to maintain and enforce confidentiality in all assignments
3. Ability to work harmoniously with other agency personnel
4. Ability to relate to and interact with elderly and family residents in low and moderate income housing settings
5. Ability to be flexible and perform work under time pressure
6. Ability to train and give directions to other staff

D. Working conditions:

1. Environmental parameters:
 - a. Ability to work in an office environment
 - b. Ability to work in a public housing environment in all weather conditions (hot, cold, humid, dry and wet)
2. Physical demands:
 - a. Strength: ability to lift up to 30 pounds
 - b. Type: sedentary work ability to perform managerial duties. Ability to lift, carry, push, pull or otherwise move an object. Work involves walking, standing and driving for brief periods of time

E. Work schedule:

1. Ability to work () hour week
2. Must have the ability to be on-call 24 hours a day, seven days a week including holidays

F. Equipment used:

1. Competency in operating computer(s), printers and general office equipment, 2-way radio, intercom and other office equipment.

IV. APTITUDE REQUIREMENTS:

A. Cognitive:

1. Analytical:

- a. Ability to apply principles of logical thinking, to define problems, collect data, establish facts and draw conclusions; to interpret a variety of technical instructions
- b. Ability to deal with several concrete/abstract variables or unknowns simultaneously
- c. Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form

2. Communication:

- a. Ability to compose original correspondence, follow rules and regulations and have increased contact with people
- b. Ability to interview, counsel or advise people
- c. Ability to understand safety rules, warnings and instructions in the use and maintenance of facility and equipment
- d. Ability to log in data and draft data summaries and correspondence
- e. Ability to complete reports with proper format, punctuation, spelling and grammar
- f. Ability to record and deliver information; to explain complex procedures to others; to follow and give verbal and written work orders
- g. Ability to answer inquiries from residents/staff/public
- h. Ability to converse with officials, service providers, disgruntled residents and the general public

3. Mathematical:

- a. Ability to use practical application of system of real numbers, fractions, percentages and ratio
- b. Ability to compile, compute and present mathematical information
- c. Ability to calculate variables, formulas and proportion variables

4. Administrative detail:

- a. Ability to complete forms; record and locate data accurately and reconcile data from different sources
- b. Ability to pay close attention to detail and accurately distinguish data
- c. Ability to innovate and create analysis

B. Manual:

1. Motor coordination:
 - a. Ability to accurately reach, feel or handle equipment used in daily routine
2. Finger dexterity:
 - a. Ability to pick, pinch or otherwise work with fingers to operate above equipment
3. Manual dexterity:
 - a. Ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment

C. Visual:

1. Near-range vision:
 - a. Clarity of vision at 20 inches or less
2. Mid-range vision:
 - a. Clarity of vision at distance of more than 20 inches and less than 20 feet
3. Far-range vision:
 - a. Clarity of vision at distance of more than 20 feet

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans With Disabilities Act will be granted wherever possible