

HASKELL HOUSING AUTHORITY  
702 S. AVENUE H  
HASKELL, TEXAS 79521  
(940) 864-3685  
FAX (940) 864-8520

**POSITION TITLE:** EXECUTIVE DIRECTOR  
**STATUS:** FULL TIME, EXEMPT  
**SALARY RANGE:** 40,000 – 65,000 ANNUALLY  
**JOB CLOSES** DECEMBER 8, 2023

**REPORTS TO:** Board of Commissioners

**APPLY IN PERSON** 702 S AVE H., HASKELL, TX 79521

**EDUCATION/EXPERIENCE**

1. Minimum of a High School diploma required, Bachelor’s degree in a related field of study preferred
2. Minimum of 3-5 years experience in a management role with experience in customer service, property management, government office, or other applicable fast-paced office environments

**QUALIFICATIONS**

Skills/Abilities

1. Ability to read and interpret complex rules and regulations and the cognitive ability to apply the principles to daily operations
2. Ability to organize workload for all employees to achieve the highest efficiency and productivity
3. Ability to meet and deal tactfully with the public, tenants, and employees
4. Ability to maintain good public relations
5. Ability to recognize shortcomings in the operations and make plans for operations years in advance
6. Ability to review information and make sound decisions on facts presented
7. Ability to communicate effectively both orally and in writing
8. Strong technical writing skills preferred
9. Strong typing and computer processing skills required
10. Knowledge of budgets, accounting, and procurement procedures
11. Ability to balance multiple projects/deadlines simultaneously



Haskell Housing Authority is an equal opportunity employer and provider.

