



St. Lawrence County

COMMUNITY DEVELOPMENT PROGRAM, INC.

HOUSING DIRECTOR

St. Lawrence County Community Development Program, Inc., is accepting applications for a **Housing Director** position within the Housing Choice Voucher Program. This is a full-time position (35 hours per week). Associate's Degree in Human Services or related field and two years of relevant housing experience. Three years of supervisory experience is also required. Experience in grant writing is desirable. The candidate must also have a valid driver's license to attend field visits, training seminars, and elsewhere as deemed appropriate. Perform responsible administrative work involving coordination, monitoring, planning, and analysis of the Housing Choice Voucher Program. Perform administrative duties requiring initiative, discretion, and judgment.

Ability to communicate effectively and establish effective working relationships with others. Work effectively with other housing programs in the county, New York State housing directors, and agencies. Treat customers with respect and maintain confidentiality. Complete required monthly and annual reports and maintain appropriate contact with funding sources.

The starting annual salary is \$56,000.00. The full job description is located on our website: www.slccd.org/employment.

Please send a cover letter, resume, and three references to the following:

Barbara Adams, Executive Director
St. Lawrence County CDP, Inc.
One Commerce Lane
Canton, NY 13617

Applications can also be accepted via email at execdir@slccd.org