

**Director of Operations
Phillipsburg Housing Authority
530 Heckman Street
Phillipsburg, NJ 08865**

The Phillipsburg Housing Authority in New Jersey is conducting a search for a Director of Operations. The Director of Operations is a professional who manages the daily activities of the Authority by overseeing several departments while serving as a resource to the Office Staff of the Phillipsburg Housing Authority. One of the most important skills that a director of operations will have is problem solving. This position reports directly to the Executive Director in the management of a comprehensive housing program serving more than 1,200 residents with 578 HUD assisted residential housing units. Human Resources and Finance/Accounting experience preferred. Minimum requirements for the position are a four (4) year degree from an accredited college or university in Business Administration, Finance, Accounting, Public Administration or related field. Extensive and diversified background with at least 5 years of related experience. Experience must also include Employee Management.

The Phillipsburg Housing Authority is an Equal Opportunity Employer. Please send a letter of interest and resume for consideration to: humanresources@phillipsburgha.com. Letters of interest and resumes will be accepted until February 15, 2025.

Benefits include - Health, Dental, Prescription, Pension, Vacation and Sick Leave.