



Town Of Webster

Massachusetts

Est. 1832

Office of the Board of Selectmen

350 Main Street

Webster, MA 01570

Randall V. Becker, Chairman

Andrew M. Jolda, Vice-Chairman

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TOWN OF WEBSTER BOARD OF SELECTMEN WEBSTER HOUSING AUTHORITY BOARD OF COMMISSIONERS POSITION VACANCIES

The Town of Webster Board of Selectmen have announced that two vacant seat exists on the Webster Housing Authority Board of Commissioners. This five-member Board has four seats filled via Town election and one seat is filled by the Governor. They meet the fourth Monday of the month at 5:30 PM at their offices at 10 Golden Heights, Webster, MA. These vacancies will be filled by a joint appointment by the Board of Selectmen and the Housing Authority, at a meeting on Monday, 11/09/20, at 6:00 PM. If you are a Town of Webster resident and are interested in filling this vacancy, please submit a letter of interest and your resume to: selectmen@webster-ma.gov or mail to - The Webster Board of Selectmen, Town Hall, 350 Main Street, Webster, MA, 01570. If selected, additional on-line training will be required within the first three months of appointment.

The deadline for submission of your application materials is Friday, 11/04/20 at noon.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Approving bylaws, resolutions, policies and procedures;
- Evaluating and hiring a qualified Executive Director;
- Establishing and adopting PHA policies such as: Personnel, Grievance, Procurement;
- Disposition, admissions, continued occupancy, section 8 administration plans, leases, rent collection, etc.;
- Reviewing and monitoring budgets and other financial documents to insure expenditures are in compliance with federal and local laws and other requirements;
- Approving policies and procedures for internal and external monitoring controls;
- Approving policies and procedures to detect and prevent fraud, waste, mismanagement and abuse;
- Insuring that the PHA is acting legally and with integrity in its daily operations;
- Observing the chain of command and act collectively to avoid situations where commissioners appear to be managers instead of policy makers;
- Prevent conflicts of interest as defined in state law and funding documents; and
- Avoid the appearance of conflicts of interest.