



Office of the Board of Selectmen
350 Main Street
Webster, MA 01570

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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.