

**HOUSING AUTHORITY OF THE CITY OF CAMDEN**  
**JOB DESCRIPTION**

**POSITION TITLE:** Program Manager of Modernization Updated: March 2024  
**DEPARTMENT:** Modernization  
**REPORTS TO:** Deputy Executive Director  
**EMPLOYMENT STATUS:** Full-time 40 hours per week/8:00 am - 5:00 pm  
**SALARY:** Negotiable  
**UNION STATUS:** Non-Union  
**FLSA STATUS:** Exempt

The Housing Authority of the City of Camden (HACC) is seeking a **full-time Program Manager of Modernization** as part of the Modernization Department.

Join our team today and immerse yourself in a rewarding career for years to come!

The Housing Authority of the City of Camden (HACC), a public, federally assisted agency, provides decent, safe, and sanitary housing in a businesslike manner with concern for the quality of life for residents. The Housing Authority's clients include low-income families, elderly, and disabled individuals. The purpose of this position is to oversee various program activities to support the HACC Modernization Department and be responsible for the implementation of all planned capital activities from the time they are approved for implementation to the beginning of construction as well as conduction all procurements and monitoring and reporting on overall program performance.

The Program Manager of Modernization performs high-level accounting and financial management work in financial transactions, reporting and construction scheduling.

All activities must support HACC's mission, strategic goals, and objectives.

The ideal candidate for this role should have superior organizational skills, great attention to detail and motivational qualities.

**Successful candidates will be subject to satisfactory drug and criminal background screenings before hiring.**

Please note that we are an equal employment opportunities employer.

**Required Qualifications and Education:**

The minimum educational and qualifications required to be a Program Manager of Modernization are:

- A bachelor's degree in accounting, finance, or construction management is required.
- Minimum of two (2) years' experience performing professional level accounting work or equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.
- Working knowledge of applicable HUD rules and regulations and HACC policies.
- Must possess a valid driver's license and be insurable under the Housing Authority's plan.

The Housing Authority of the City of Camden offers a competitive starting salary. Interested and qualified candidates may apply in confidence by submitting a cover letter, resume and compensation requirements to the Career Center located in the ADP link below.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd87294b-af56-40e5-bc5a-2b9bb554474a&cclid=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd87294b-af56-40e5-bc5a-2b9bb554474a&cclid=19000101_000001&lang=en_US)