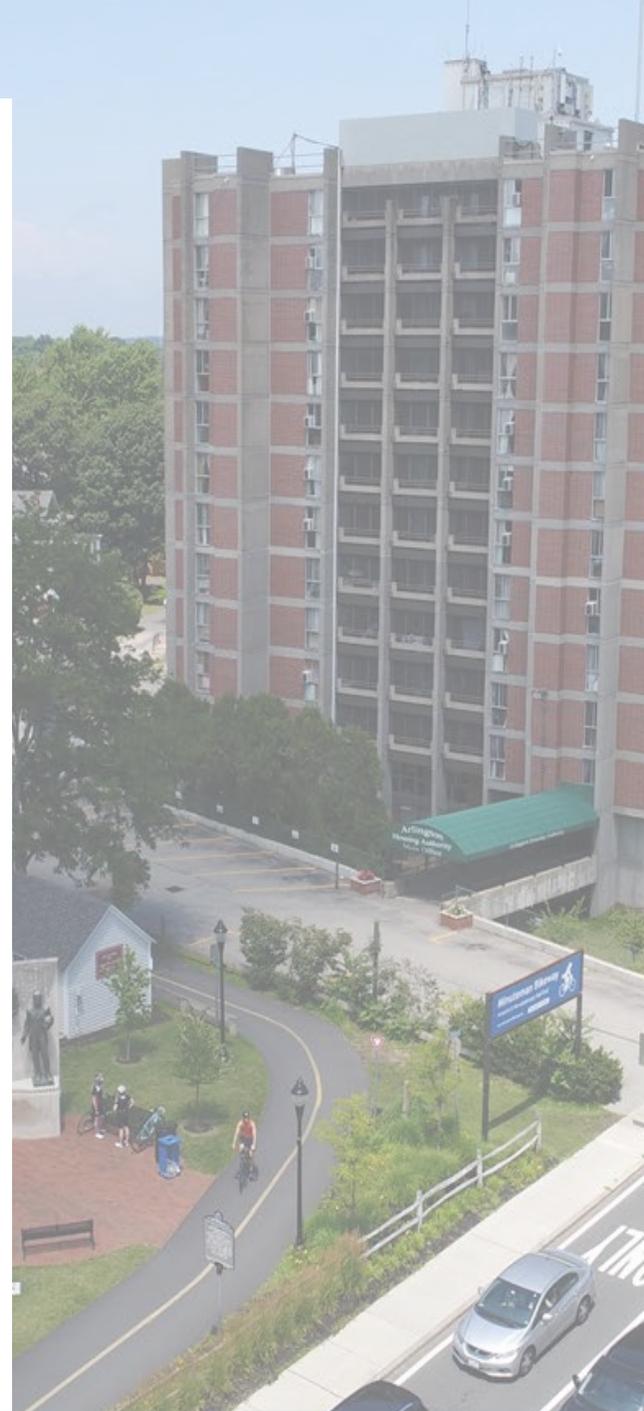


Arlington Housing Authority

Shared Human Resources Manager

The Arlington Housing Authority, on behalf of a consortium of partnering Housing Authorities, is seeking an experienced and dynamic **Human Resources Manager** to lead a newly developed shared-services HR program. This is an exciting and unique opportunity to shape a regional HR model, support a diverse public-sector workforce, and foster effective, compliant, and customer-focused HR systems across member organizations.



Introduction

The Arlington Housing Authority (AHA), in partnership with Wilmington, Stoneham, North Andover, Andover, Lexington, Watertown, Newton, Concord, and Winchester Housing Authorities, is launching a regional initiative to strengthen and modernize human resources capacity across ten housing authorities. This innovative shared service model is designed to promote greater efficiency, professionalization, and consistency in HR practices, while allowing each Housing Authority to retain local control and decision-making authority.

The shared Human Resources Manager will have the opportunity to hire a shared Human Resources Generalist who will provide support to the Manager in delivering HR services across all ten partnering housing authorities.

Background

Public housing authorities across Massachusetts face growing regulatory, administrative, and workforce challenges. Many are small or mid-sized organizations without full-time professional HR staff, leading to heavy reliance on Executive Directors for personnel management, compliance, labor relations, and employee support.

The goals of this collaboration include:

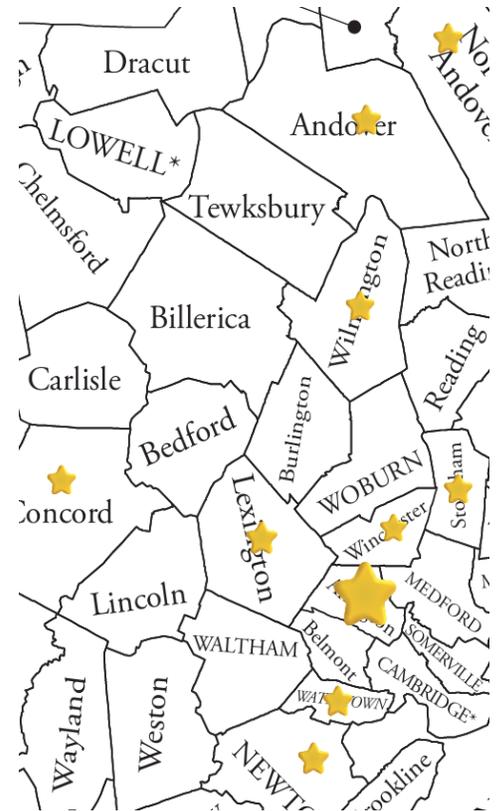
- Improving compliance with state and federal employment regulations
- Developing and implementing standardized HR processes, policies, and procedures
- Streamlining administration of benefits in partnership with the GIC
- Strengthening recruitment, retention, and staff development
- Providing leadership and guidance in labor relations and the administration of collective bargaining agreements



Each participating housing authority operates with its own management team and Board, except Wilmington, which is currently managed by the North Andover Housing Authority. The HR Manager and HR Generalist will support approximately 133 employees across all ten authorities. All employees receive benefits through the Group Insurance Commission (GIC) and administrative oversight from the Executive Office of Housing and Livable Communities (EOHLC). The housing authorities vary in their number of collective bargaining agreements and units. Some housing authorities have multiple agreements, while others have none.

Primary Responsibilities

- Lead the launch and ongoing delivery of a regional HR program serving ten housing authorities
- Supervise HR staff and vendors and ensure consistent, high-quality HR services across all member agencies
- Provide guidance on employee relations, workplace issues, investigations, and disciplinary procedures



- Support recruitment and hiring, including interviews, hiring recommendations, and onboarding/offboarding processes
- Coordinate benefits administration, workers' compensation, unemployment claims, and leave programs as determined by each member authority.
- Assist with collective bargaining by preparing data, developing proposals, and supporting negotiations
- Develop and maintain HR policies, job classifications and descriptions, compensation systems, and training programs
- Manage personnel and medical files and protect sensitive information
- Serve as a resource to Executive Directors and supervisors, offering coaching and guidance on performance and organizational matters as needed
- Prepare reports for state and federal agencies; support special HR projects, audits, and metrics reporting



Preferred Candidate Profile

- Experienced HR professional with strong knowledge of personnel administration and employment law, preferably in the public sector
- Proven ability to lead, supervise, and support staff
- Strategic thinker who can build systems, simplify processes, and lead HR operations across multiple organizations with different challenges and cultures
- Skilled communicator with the ability to collaborate with staff, leadership, Boards, and external partners
- Adept at handling confidential matters with discretion, sound judgement, and professionalism
- Strong analytical and organizational skills; comfort managing competing priorities
- Experienced in recruitment, labor relations support, benefits administration, training, and performance management
- Knowledge of relevant laws including Massachusetts Civil Service laws and regulations, Massachusetts Equal Pay Act (MEPA), Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Affirmative Action, Equal Opportunity, and any other related laws and regulations pertaining to personnel and benefits administration
- Tech-savvy and proficient in HR systems, benefits platforms, and modern HR tools

Bachelor's degree required; five to seven years of HR experience, preferably in the public sector; or any equivalent combination of skills, education, and experience required to fulfill the duties of the position.



Salary and Benefits

The salary range for this position is \$110,000 +/- depending on qualifications, with annual review for adjustment.

The Arlington Housing Authority provides a competitive benefits package including:

- Health insurance through the Group Insurance Commission (GIC)
- Dental and Vision insurance
- 13 Paid Holidays, as well as vacation, personal leave, and sick leave in accordance with the AHA's Personnel Policy.
- Defined pension benefit through the Arlington Retirement System

Application Process

Submit a cover letter and resume to the Collins Center for Public Management at: CollinsCenterRecruit@umb.edu and including the subject line “[Your last name – AHA HR Manager]”.

Application review will begin March 13th. Position will remain open until filled.

Contact Mary Flanders Aicardi, HR Practice Leader at 508-215-8992 with any questions.

The Arlington Housing Authority is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.

