



McDONOUGH
HOUSING AUTHORITY

Gloria Kimble, *Chair*
Todd Bond, *Vice Chair*
Rev. Dr. Edward Lee, *Commissioner*
Charlie Tomlinson, *Commissioner*
Leanne Duffey, *Commissioner*
John Teague, *Commissioner*

FULL-TIME ADMINISTRATIVE ASSISTANT

The Housing Authority of the City of McDonough is seeking a Full-Time Administrative Assistant. The MHA is a small housing authority with a total of 118 low-income public housing units on three sites.

Candidates must have accounting and administrative experience in the housing industry and familiarity with the policies and procedures in accordance with the Department of Housing and Urban Development (HUD). Candidate must have strong customer service skills and computer proficiency. Must be able to function courteously and professionally with vendors, employees of the Authority and the general public. Candidate must have an Associate's Degree in accounting, business administration or a related field; or at least three (3) years of experience in public housing finances, human resources, office management, and/or administrative experience; or any equivalent combination of education, training and experience which provides the required knowledge and abilities. A valid State of Georgia driver's license is required.

Cover letter, resume and three (3) letters of recommendation will be accepted through November 24, 2025 at 12pm at the information listed below. Candidates are encouraged to review the qualification requirements at www.mcdonoughha.org and submit specific evidence of experience in the above areas. **NO PHONE CALLS PLEASE.** Cover letter, resume and three (3) letters of recommendation should be submitted to:

Shanicki Burton, Executive Director
McDonough Housing Authority
P.O. Box 23
345 Simpson Street
McDonough, GA 30253
Telephone: 770-957-4494
Fax: 770-957-1593
Email: sburton@mcdonoughha.org



McDonough Housing Authority is an Equal Opportunity Employer.