

**RESOLUTION #2023-32**

**ADOPTING JOB DESCRIPTIONS FOR 2023**

**WHEREAS**, the Highland Park Housing Authority (HPHA) currently has six positions: Executive Director, Director of Housing, Section 8 Administrator, Part-time Receptionist, Maintenance Manager and Building and Grounds Technician ; and

**WHEREAS**, the above job descriptions are attached; and

**WHEREAS**, the positions of Executive Director and Director of Housing are currently managed and funded through a shared service agreement with a public housing authority and are not HPHA employees; and

**WHEREAS**, the positions of Section 8 Administrator, Maintenance Manager, Building and Grounds Technician and Part-time Receptionist are funded by the HPHA and considered HPHA employees.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Highland Park, New Jersey, that the job descriptions for Executive Director, Director of Housing, Section 8 Administrator, Receptionist, Maintenance Manager and Building and Grounds Technician are hereby approved.

Motion moved by Commissioner Sedehi and seconded by Commissioner Malloy to adopt Resolution #2023-32.

ROLL CALL: Copperman Hope Malloy Martinez Rainwater Sedehi  
AYES: Copperman Hope Malloy Martinez Sedehi  
NAYS: None  
Abstain: None  
Absent: Rainwater

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular meeting of October 12, 2023.

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Donna F. Brightman, Secretary

Approved as to legal form by  
Terrence Corrison, Esq.