

**RESOLUTION #2985**

**APPROVING THE JOB DESCRIPTION OF ASSISTANT SECTION 8 ADMINISTRATOR (LEVEL 3)**

**WHEREAS**, the Executive Director has determined that there is a need for a new position within the Section 8 program; and

**WHEREAS**, due to the Rental Assistance Demonstration (RAD) program all of the Woodbridge Housing Authority's public housing (565 units) has been converted to project based Section 8 vouchers (PBA); and

**WHEREAS**, this has created an increased workload for the Section 8 Administrator whereby an assistant is needed; and

**WHEREAS**, in addition to the PBA's vouchers the Authority also manages the Highland Park Housing Authority which is also converting to RAD; and

**WHEREAS**, the Highland Park conversion is financed by low income tax credits which places an additional management burden on the Administrator as there is additional tenant certification work that needs to be performed.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Township of Woodbridge, New Jersey, that the establishment of the position of Assistant Section 8 Administrator (Level 3) be approved.

Motion to adopt Resolution #2985 moved by Commissioner Kenny and seconded by Commissioner Michelson and upon roll call, the vote was as follows:

ROLL CALL:           Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra  
AYES:                Kenny Michelson Perez-Rosado Pires Ficarra  
NAYS:                None  
Abstain:             None  
Absent:              Agarwal Walker

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 Township of Woodbridge at their Regularly scheduled meeting of February 4, 2019.

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Donna F. Brightman, Secretary

Approved as to legal form by  
Terrence Corrison, Esq.