

## Leominster Housing Authority

<b>Job Title:</b>	Assistant Housing Manager Satellite Locations	<b>Revision Date:</b> <b>E.D. Initials</b>	August 21, 2023 Benjamin Gold
<b>Department/Group:</b>	Operations	<b>Union Status</b>	Non-Union
<b>Location:</b>	Holden, Lunenburg, Sterling, and West Boylston	<b>FSLA Status</b>	Exempt
<b>Level/Salary Range:</b>	Salary Range up to \$50k	<b>Position Type:</b>	Full Time Position (35 hrs./wk.)

### Job Description

The Leominster Housing Authority is part of a consortium of housing authorities located in North Central Massachusetts. This position will service housing authority locations within the North Central Massachusetts area including West Boylston, Lunenburg, Sterling, and Holden. There may be more locations in the future.

This position's compensation is partly funded from management agreement fees and this position is subject to reduced compensation, hours, or elimination in the event that the management services agreement terminates.

### Role and Responsibilities

Serves as the assistant to the Assistant Housing Manager Satellite Locations reports to the Housing Manager Satellite Locations. Receives supervision from the Housing Manager Satellite Locations, the Director of Housing Management Services, the Assistant Executive Director, and the Executive Director

#### Primary Responsibilities:

- Answering the management phone calls and referring them to the Off-Site Housing Manager when necessary.
- Maintains the Tenant Files within compliance standards.
- Performs timely rent certification calculations independently.
- Drafts various letters to residents.
- Communicates with other housing authority departments to assure the highest level of performance.
- May perform home visits with or without the Housing Manager as part of the application process.
- Performs unit inspections alongside maintenance staff.
- Will act on the Authority's behalf in the absence of the Housing Manager as instructed.
- Will be thoroughly familiar with all properties under management.
- Works with computerized management systems.
- Maintain rent collection and re-payments.
- Ability to meet personally with tenants.
- Ability to maintain designated office hours at various locations.
- This list does not represent a comprehensive list of duties (other duties as assigned).

### Qualifications and Education Requirements

Must have a high school diploma or GED Certificate

Must have a valid driver's license and reliable transportation.

Must have experience in multi-family property management functions.

### Preferred Skills

Associate degree in management related field

Experience in public housing management

The Leominster Housing Authority is an Equal Opportunity Employer (EOE)