

## Leominster Housing Authority

<b>Job Title:</b>	Public Housing Manager	<b>Revision Date:</b>	July 23, 2024
		<b>E.D. Initials</b>	Benjamin Gold
<b>Department/Group:</b>	Operations	<b>Union Status</b>	Non-Union
<b>Location:</b>	Warren Housing Authority	<b>FSLA Status</b>	Exempt
<b>Level/Salary Range:</b>	Up to \$20/hr	<b>Position Type:</b>	Part Time Position (18 hrs/wk)

### Job Description

**The Warren Housing Authority is part of a consortium of housing authorities located in Central Massachusetts. The Warren Housing Authority is under the management of the Leominster Housing Authority.**

#### Role and Responsibilities

Reports to the Director of Housing Management. Serves as the part-time onsite management representative for the Warren Housing Authority.

#### Primary Responsibilities:

- Knowledge of the Mass Reg 760 applicable to Public Housing.
- Responsible for maintaining a high level of occupancy.
- Will manage and maintain a high level of rent collection.
- Will timely schedule and complete annual and interim rent recertifications.
- Will coordinate with the Assistant Director of Facilities to ensure that all work orders are documented properly.
- Will be involved with “Move-in, Move-out” inspections of units.
- Perform home visits as part of the application process.
- Will lease up new residents.
- Shall enforce all provisions of the lease with residents, hold necessary hearings and conferences and record management for resident files.
- Familiar with Mass eviction process, sends lease enforcement letters, works with legal staff on eviction process.
- Shall coordinate court actions with the Director of Housing Management and the EOHL Regional Attorney.
- Will be thoroughly familiar with all properties under management.
- Will maintain all records and documents.
- Will hold Office Hours as posted.
- 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

#### Preferred Skills

Experience in Public Housing Management

Bilingual – English/Spanish