

## Leominster Housing Authority

<b>Job Title:</b>	Public Housing Assistant Manager	<b>Revision Date:</b> <b>E.D. Initials</b>	October 24, 2022 Benjamin Gold
<b>Department/Group:</b>	Operations	<b>Union Status</b>	Non-Union
<b>Location:</b>	All Public Housing Locations	<b>FSLA Status</b>	Exempt
<b>Level/Salary Range:</b>	Salary Range up to \$45,000	<b>Position Type:</b>	Full Time Position (35 hrs/wk)
<b>Job Description</b>			
<p><b>The Leominster Housing Authority is part of a consortium of housing authorities located in North Central Massachusetts. Employees of the Leominster Housing Authority may also be stationed and called upon to perform tasks in other consortium communities.</b></p> <p><b>Role and Responsibilities</b></p> <p>Serves as the assistant to the Public Housing Manager. Reports to the Public Housing Manager. Receives supervision from the Public Housing Manager, the Director of Housing Management, the Assistant Executive Director and the Executive Director</p> <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> <li>• Answering the management phone calls and referring them to the Public Housing Manager when necessary.</li> <li>• Maintains the Tenant Files within compliance standards.</li> <li>• Performs timely rent certification calculations independently.</li> <li>• Drafts various letters to residents.</li> <li>• Communicates with other housing authority departments to assure the highest level of performance.</li> <li>• May perform home visits with or without the Public Housing Manager as part of the application process.</li> <li>• Performs unit inspections alongside maintenance staff.</li> <li>• Will act on the Authority's behalf in the absence of the Public Housing Manager as instructed.</li> <li>• Will be thoroughly familiar with all properties under management.</li> <li>• Works with computerized management systems.</li> <li>• This list does not represent a comprehensive list of duties (other duties as assigned).</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <p>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</p> <p><b>Preferred Skills</b></p> <p>Associate Degree in Management Related Field          Experience in Public Housing Management</p> <p>The Leominster Housing Authority is an Equal Opportunity Employer (EOE)</p>			