

## Leominster Housing Authority

<b>Job Title:</b>	Lease Enforcement Manager	<b>Revision Date:</b> E.D. Initials	March 23, 2023 Benjamin Gold
<b>Department/Group:</b>	Operations	<b>Union Status</b>	Non-Union
<b>Location:</b>	Leominster	<b>FSLA Status</b>	Exempt
<b>Level/Salary Range:</b>	Up to \$60,000	<b>Position Type:</b>	Full Time Position (35 hrs/wk)
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<p>Reports to the Director of Housing Management, the Assistant Executive Director, and the Executive Director. Serves as the onsite management representative for public housing in Leominster.</p>			
<u>Primary Responsibilities:</u>			
<ul style="list-style-type: none"> <li>• Responsible for all lease enforcement duties including the performance of “Move-in, Move-out” inspections with residents, lease up functions and meetings with applicants, the timely completion of Annual and Interim Recertifications, vacancy reporting.</li> <li>• Familiar with Mass eviction process, sends lease enforcement letters, works with legal staff on eviction process.</li> <li>• Knowledge of the Mass Reg 760 applicable to Public Housing.</li> <li>• Responsible for supervision of the Assistant Housing Manager if applicable.</li> <li>• Responsible for maintaining high level of occupancy.</li> <li>• Will manage and maintain a high level of rent collection.</li> <li>• Will timely schedule and complete annual and interim rent recertifications.</li> <li>• Will coordinate with Director of Housing Management and maintain waitlist.</li> <li>• Will coordinate with Receptionist/Work Order Clerk to ensure that all work orders are documented properly.</li> <li>• Will be involved with inspections of units; follow up and track with Management issues.</li> <li>• Perform home visits as part of the application process.</li> <li>• Shall enforce all provisions of the lease with residents, hold necessary hearings and conferences and record management for resident files.</li> <li>• Shall coordinate court actions with the Director of Housing Management and the DHCD Regional Attorney.</li> <li>• Will meet with residents to resolve issues that arise, as needed.</li> <li>• Will be thoroughly familiar with all properties under management.</li> <li>• Will maintain all records and documents.</li> <li>• Will hold Office Hours as posted.</li> <li>• Other duties as assigned.</li> </ul>			

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### **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 a minimum of 5 years' experience in multi-family property management

### **Preferred Skills**

Bachelor Degree in Management Related Field

Experience in Public Housing Management

Bilingual – English/Spanish

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