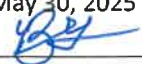


Leominster Housing Authority

Job Title:	Director of Housing Management	Revision Date:	May 30, 2025
		E.D. Initials	
Department/Group:	Operations	Union Status	Non-Union
Location:	Leominster Housing Authority	FSLA Status	Exempt
Level/Salary Range:	Starting Salary \$75,000 - \$85,000	Position Type:	Full Time Position (35 hrs. wk)

Job Description

Job Summary

The Director of Housing Management collaborates closely with the Admissions Manager to oversee the application and admissions process for all housing authorities managed by the Leominster Housing Authority and the Leominster Development Corporation. In addition, the Director plays a key role in managing the full occupancy cycle of residents—from lease-up through move-out—and provides ongoing support to the Lease Enforcement Managers to ensure effective and compliant tenancy management.

Role and Responsibilities

Reports to the Executive Director and Assistant Executive Director.

Responsible for:

- Management of resident occupancies including screening, selection, marketing and leasing.
- Management of housing managers for all housing authorities managed by the Leominster Housing Authority.
- Meets with applicants for all housing authorities when a hearing is requested due to a denial.
- Trains management staff for all communities regarding applicant home visits, lease terms and proper lease procedures.
- Drafts and issues letters to applicants for all authorities for “Briefings,” to be held.
- Prepares and distributes marketing materials for all housing authorities.
- Monitors rent collection including accounting, collection procedures and delinquency control and meticulously manages tenants accounts receivables.
- Enforce lease, rules and regulations and provide direct communication to residents by notices, letters, newsletters, etc.
- Acts as a community liaison to local service organizations and citizens of the community.
- Maintains Comprehensive list of all other housing agencies and community resources for residents.
- Available for resident and property emergencies.
- Drafts EOHLC annual and quarterly vacancy reports and enters various computer systems.
- Maintains running vacancy percentage and submits monthly vacancy report to all housing authorities.
- Completes work assignments in a professional, courteous and friendly manner ensuring compliance with federal, state and local laws.
- Responds to complaints, inquiries, and requests on behalf of and in consultation with the Executive Director.
- Works to build healthy communities and retention for low and income households.
- Other duties as assigned.

Qualifications and Education Requirements

Education and Experience: College graduate and minimum 6 years of experience in Housing Management at the Executive level. **Or,** 5-7 years of experience in Housing Management at the Executive level.

Knowledge, Skills and Abilities: Proficient in office management and practices. Ability to maintain effective work-relations with other employees, all department heads, Housing Authority residents, and federal, state and local government representatives. Ability to work without supervision. Ability to compose correspondence and reports. Ability to effectively communicate both verbally and in writing. Ability to operate a wide variety of office machines.