

## **NEEDHAM HOUSING AUTHORITY POSITION DESCRIPTION**

**POSITION: PUBLIC HOUSING LEASED HOUSING MANAGER (\$65,000)**

**REPORTS TO: EXECUTIVE DIRECTOR**

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### **JOB SUMMARY**

The Needham Housing Authority is seeking a qualified and experienced individual to fill the position of Leased Housing Manager for its Federal Public Housing Program. The successful candidate will be responsible for overseeing the leasing and management of public housing units, ensuring compliance with HUD regulations, and providing excellent customer service to residents.

### **PRIMARY RESPONSIBILITIES:**

- Conduct screenings and assessments for potential tenants.
- Manage the leasing process, including application reviews, interviews, and lease signings.
- Ensure timely occupancy of public housing units.
- Conducts required annual reexamination and interim reexaminations per federal regulations.
- Ensures compliance with all relevant housing laws and regulations.
- Address tenant inquiries, concerns, and requests promptly and professionally.
- Implement initiatives to enhance tenant satisfaction.
- Schedules and personally conducts private conferences relative to possible lease violations.
- Oversee rent collection and ensure timely payments.
- Collaborate with maintenance staff to address repair and maintenance issues.
- Preparation of applications for expanding existing housing programs and initiating new programs.
- Prepare and maintain all required government reports relating to leasing and occupancy.
- Answers telephone, routes inquiries to appropriate parties, prepares correspondence, and prepares files.
- Performs other related duties as may be assigned by the Executive Director.

### **OTHER RESPONSIBILITIES**

- Must maintain confidentiality of all programs and work-related duties.
- Must have a valid Massachusetts driver's license.

### **EXPERIENCE AND TRAINING**

- Certification in Housing Management (desired).
- Familiarity with housing software and databases.
- Ability to handle sensitive information with confidentiality.
- Considerable knowledge of HUD housing regulations.
- Must possess or obtain certification as a Public Housing Manager within a year of hire.

### **APPLICATION PROCESS**

Interested candidates should submit their resume and cover letter detailing their relevant experience to:

Cheryl Gosmon, Executive Director, [cgosmon@needhamhousing.org](mailto:cgosmon@needhamhousing.org).

Fax number: 781-444-1089 or by mail at Needham Housing Authority, 21 Highland Circle, Needham, MA, 02494