

Revere Housing Authority

Director of Leased Housing Management

Revere (MA) Housing Authority is seeking a Director of Leased Housing Management with both Federal and State Leased Housing Management experience. The Revere Housing Authority administers 470 HUD Section 8 vouchers, and 112 Massachusetts Rental Vouchers under the MRVP. The Family Self Sufficiency Program and the Homeownership Program are administered within this department as well.

Experience required: a minimum of 5 years' experience working with leased housing programs, working knowledge of HUD and DHCD leased housing regulations, tenant relations, lease enforcement, tenant selection, annual recertifications, staff (5) supervision, and a working knowledge of computerized procedures i.e. PIC, SAVE, VMS, and EIV. The Director ensures SEMAP compliance, selects applicants from the waiting list, processes Housing Assistance Payments, interacts with landlords, conducts new admissions briefings, coordinates grievance hearings, and oversees inspections of housing units.

College Degree preferred; work experience may be substituted for degree. Strong work ethic, professional demeanor, and excellent communication skills; both written and verbal.

Salary Range: \$62,000.00 to \$66,000.00 based upon experience. Excellent fringe benefits.

Please send resume and cover letter to Revere Housing Authority, 70 Cooledge Street Revere, MA 02151
Attn: James L. Milinazzo, Executive Director by May 4, 2018. This position will remain open until filled.
The RHA is an Affirmative Action/ Equal Opportunity Employer.