



PROPERTY MANAGER

The Waltham Housing Authority is seeking a qualified individual for the position of Manager of Elderly/Disabled Housing. Responsibilities will include managing the admissions of applicants and continued occupancy of residents and assuring compliance with State and Federal housing regulations. Duties include review of applications, managing the waitlist, leasing units, recertification of residents, periodic inspections of units /sites; monitoring adherence to lease requirement.

Ideal candidate will have 2-4 years' experience in the public housing or property management field with knowledge of federal/state public housing, landlord/tenant law and property management practices. Post-secondary education with a degree or certification(s) is desirable. Excellent computer and interpersonal skills are required as is the ability to make informed decisions, multi-task and to work under pressure to meet multiple deadlines.

The position requires 35 hours a week with the ability to occasionally work flexible hours. Full benefit package provided; salary to be determined depending upon qualifications and experience. A valid MA driver's license is also required. Successfully passing Criminal Offender Record Information (CORI), and pre-employment physical are conditions of employment. The position will remain open until filled.

Send resume with cover letter including current salary and/or minimum starting salary requirements to:

Waltham Housing Authority,
Attention Barbara Hubacheck
110 Pond Street
Waltham, Massachusetts 02451 or by e-mail to bhubacheck@walhouse.org

The Waltham Housing Authority is an equal opportunity employer and qualified Section residents, minorities, women, handicapped, veterans and all others are encouraged to apply.