

Category: Housing Management

Title: Director of Leased Housing Management

Description: The Revere (MA) Housing Authority is seeking a Director of Leased Housing Management with both Federal and State Leased Management experience.

The Director of Leased Housing Management is responsible for management of HCVP, VASH, MRVP, AHVP, DMH, Family Self Sufficiency and Home Ownership Programs.

Qualifications: Experience requires: 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 recertification, staff supervision, and working knowledge of computerized procedures i.e., PIC, SAVE, VMS and EIV. The Director ensures SEMAP compliance, selects applicants from the Centralized Waiting List, processes Housing Assistance Payments, interacts with landlords, conducts new admissions briefings, coordinates grievance hearings, and oversees inspection of housing units and the FSS program. Knowledge of FSS and Homeownership program a plus.

Salary Range: \$70,000.00 to \$75,000.00 depending on experience.

Instructions: Please send resume and cover letter to Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151 Attn: Tricia Duffy, Deputy Director. This position will remain open until filled. The RHA is an Affirmative Action/Equal Opportunity Employer

Contact name: Patricia E Duffy, Deputy Director

Contact Email: Tduffy@revereha.com

Contact Phone: 781-284-4394 x212