

**BOSTON HOUSING AUTHORITY  
JOB POSTING****JOB TITLE:** Leasing Officer**UNIT:** Teamster**GRADE:** 8**STARTING SALARY:** \$54,643.20**POSTING DATE:** Thursday, May 27, 2021

**APPLICATION PROCEDURE:** Please submit a cover letter and resume detailing your qualification. No phone calls or letters. **Deadline: Monday, June 14, 2021.** Send your information to: [hr@bostonhousing.org](mailto:hr@bostonhousing.org).

Please be sure to identify the position you are applying for.

**ABOUT US:** Boston Housing Authority (BHA) provides quality affordable housing for low-income families and individuals through the public housing and Section 8 rental assistance programs. BHA serves more than 58,000 of Boston's most vulnerable residents – including elderly, disabled, children and low-income families from a broad range of backgrounds and experiences.

We foster vital communities that are essential to the city of Boston's economic diversity and way of life. As the largest housing provider in Boston, we bring stability, opportunity, and peace of mind not only to the thousands of low-income families we support, but to the city as a whole.

**ABOUT THE JOB:**

Reports to the Renewal Manager or the New Lease Manager. The Leasing Officer is responsible for all duties relating to clients eligible for BHA leased housing programs, including certification of client eligibility, management of client's housing search, education of landlords to program requirements, liaison for landlords and tenants with other divisions of the Leased Housing Department, preparation and execution of all necessary documents to complete leasing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for training of new staff on an apprenticeship basis and for special cases such as congregate living situations and clients wishing to move to areas of non-minority concentration (mobility clients).
- Collects and analyzes income and family size verification, determines eligibility, apartment size and calculates gross rent for the family.
- Counsels clients on program requirements and housing search.
- Counsels clients individually during the housing search; monitors voucher expiration, recommends extensions of time and cancels certificates upon expiration.
- Receives the Request for Lease Approval and arranges for inspections of housing units.
- Negotiates lease terms on behalf of the client, including the amount of rent, based on the recommendation of the inspector, or Realty Marketing Specialist.
- Assures that all contracts are completely executed in a timely manner.
- Completes case file and submits payment information in time for monthly rent processing.
- Monitors, negotiates and collects all payments due Authority for rent arrearage, damage claims, etc.
- Notifies tenants and landlords of pending expirations of contracts and prepares for renewals or relocations.
- Refers tenants and landlords to other agencies concerning problems arising during the lease term.
- Solves problems with both landlords and tenants.
- Solicits listings from landlords of available apartments; makes referrals for tenants to landlords or apartments.
- Prepares damage and vacancy claims, voucher extensions and terminations for approval.
- Provides information to landlords and the general public on subsidized leased housing programs.
- Makes home visits to elderly and handicapped clients to fulfill program requirements.
- Prepares requests to HUD for waivers in special cases such as congregate housing, exceptional rent requests and emergency placements.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree in the social sciences or public administration is required. Good communication (written and oral) and negotiation skills, must be well-organized and accurate in making mathematical calculations, must be able to work well with persons of diverse backgrounds. Relevant experience may be substituted for formal education requirements

**BHA BENEFITS:** BHA's generous benefits package includes 13 paid Holidays, 3 Personal Days, 2 week vacation, 3 weeks of paid sick leave, participation in the City's pension plan, and healthcare through the Commonwealth, and much more.