

ATTLEBORO HOUSING AUTHORITY POSITION DESCRIPTION

POSITION: PUBLIC HOUSING SPECIALIST

REPORTS TO: DEPUTY DIRECTOR

JOB SUMMARY

The Housing Specialist is responsible for the overall administration of the state rental assistance housing programs. Responsibilities include managing all aspects of the continued occupancy of participants, assuring compliance with state, and local regulations.

SUPERVISION RECEIVED

The Housing Specialist works under the supervision of the Deputy Director. This is a highly responsible position. The incumbent in this position consults with the Deputy Director and the Executive Director on all aspects of housing management and resident services.

COLLABORATIONS

The incumbent will work collaboratively with the Resident Service Coordinator to insure optimal residential experiences on the part of tenants.

PRIMARY RESPONSIBILITIES:

- Conduct initial leasing of applicants
- Prepare lease and lease addenda
- Establish rents in accordance with applicable regulations
- Compute rents and verify computations made by others
- Periodically update applications; shall conduct annual and interim recertification of tenants as necessary
- Be responsible for all functions relative to the continued occupancy of participants of the Authority's housing programs
- Have knowledge of all state regulations relative to this program
- Maintain tenant/program participant files
- Responsible for the administration of the grievance procedures on behalf of the Authority
- Schedule and personally conduct private conferences relative to possible lease violations
- Initiate eviction proceedings as warranted
- Represent the Authority in court proceedings regarding evictions for reasons other than nonpayment of rent
- Maintain CONFIDENTIALITY of all programs and work related duties.
- Perform any other related duties of this position, as required
- Accomplish such other related duties as may be assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess leadership and management skills
- Ability to train, mentor, and supervise employees
- Ability to communicate effectively with others, both verbally and in writing
- Strong computer skills required
- Highly organized and capable of working on many projects concurrently with a minimum of supervision
- Ability to analyze problems, identify solutions, make decisions under pressure and issue clear, concise directions
- Ability to resolve conflict in a positive way

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

EXPERIENCE AND TRAINING

A two-year degree in public administration, business administration or a related field is preferred. Two years of management and administrative experience in public or private leased housing preferred. Knowledge of Commonwealth of MA housing regulations preferred. Must possess or obtain certification as a Public Housing Administrator within a year of hire. Excellent communication, computer and interpersonal skills required.