

ATTLEBORO HOUSING AUTHORITY
POSITION DESCRIPTION

POSITION: PUBLIC HOUSING SPECIALIST

REPORTS TO: DUPUTY DIRECTOR

SUPERVISES: -----

Working under the supervision of the Deputy Director, the Public Housing Specialist is responsible for the overall administration of the state rental assistance housing program. Responsibilities include managing all aspects of the continued occupancy of participants, assuring compliance with state and local regulations. 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. 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, compute rents and verify computations made by others, conduct annual and interim recertification of tenants as necessary, Complete periodic inspections of units, Be responsible for all functions relative to the continued occupancy of participants of the Authority's housing programs, maintain tenant/program participant files, Schedule and personally conduct private conferences relative to possible lease violations, Represent the Authority in court proceedings regarding evictions for reasons other than nonpayment of rent, Maintain confidentiality of all programs and work related duties.

KNOWLEDGE, SKILLS AND ABILITIES: Must possess management skills, ability to communicate effectively with others both verbally and in writing, ability to analyze problems, identify solutions, make decisions under pressure and issue clear, decisive directions, ability to resolve conflict in a positive way.

Please email resume' and cover letter to jobs@attleborohousing.org or mail to Attleboro Housing Authority, 80 South Avenue Attleboro, MA 02703 or fax to 508-222-4389. This position is open until filled. Equal Opportunity Employer