**JOB DESCRIPTION**

**PUBLIC HOUSING MANAGER**

The Housing Manager is supervised and reports directly to the Director of Public Housing. It is the Housing Manager’s responsibility to ensure effective management of the properties on a day-to-day basis.

This position requires continual contact with professional peers, staff, residents, clients, landlords, and outside community at large, the Housing Manager must demonstrative effective written and oral communication skills. While working with senior members of the Framingham Housing Authority and other office administrative staff, the Housing Manager must be able to work collaboratively in the development, revisions and implementation of all policies, procedures, programs and systems.

The following is a description of the duties associated with the Housing Managers position.

**PRINCIPAL DUTIES**

* Reviews initial lease up rent determination.
* Enforcing lease regulations, following through on violations of the lease with respect to state and federal regulations governing evictions. Working closely with, and reporting to, the Director of Public Housing with respect to legal actions.
* Conducts annual and interim recertification’s and review of tenant families and prepares lease addenda and required notification to tenants.
* Meeting with residents to discuss specific correctable lease violations and conducting the necessary follow up to insure that all residents are complying with the terms and conditions of agreements. Making referrals to and working with the Resident Service Coordinator when necessary.
* Following through on violations of the lease with respect to state, federal and local regulations governing evictions. Aggressively ensure the safety of the resident community by taking eviction action in violent crime and drug related lease violations. Ensure that all duties and responsibilities for the day-to-day management of the property are met.
* Responsible for tenant charges, rents and fees.
* Monitors and trains subordinate personnel: clerk, aides, and assistant managers.
* Maintains close contact with tenants, tenant organizations and community resource agencies.
* Visits and reports on established policy regarding tenant housekeeping, inspection, and violations of State Sanitary Code.
* Monitors project buildings and grounds and consults Director of Public Housing.
* Maintains a continuing liaison with Resident Service Coordinator.
* Prepares monthly report for development(s)
* Performs other related duties of the class as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of procedures and policies of local housing authority.
* Ability to read and interpret leases.
* Ability to make computations and to utilize computer to produce required documents.
* Ability to maintain effective communications with staff, tenants and community service organizations.
* Ability to prepare accurate and timely reports
* Ability to give clear and concise written and oral instructions
* Knowledge of the criteria and factors used in accepting tenants for public housing
* Ability to plan, assign, review and coordinate work and programs
* Knowledge of basic computer skills, including word, excel, etc.,
* Certificate (Public Housing Management Course) or ability to receive within one year as Housing Manager.
* Valid Driver’s License.

**Salary: $53,500 – 57,000**

This is a Union Position

The Framingham Housing Authority is an equal opportunity employer and qualified Section 3 residents, minorities, woman, handicapped, veterans, and all above are encouraged to apply. Send resume and cover letter to Janet Bibo, Framingham Housing Authority, 1 John J. Brady Drive, Framingham, MA 01702 or jbibo@framha.org. This position will remain open until filled.