

LEASED HOUSING PROGRAM MANAGER

The Pittsfield Housing Authority is looking to fill the position of **Leased Housing Program Manager**

Function

The position of Leased Housing Program Manager is the senior administrative position for all activities related to the Section 8 Voucher Programs and Massachusetts's Rental Assistance Program. The incumbent oversees all administrative activities associated with the day-to-day program management.

Supervision

The Leased Housing Program Manager reports directly to the Executive Director. Within the Leased Housing unit, the incumbent supervises the Section 8 Program Specialist. From time to time, supplemental clerical staff may be assigned to the unit, and the Manager oversees their efforts.

Some duties include

- Handles a limited caseload of program participants ranging from 150 to 250 cases.
- Makes final determination of whether prospective program participants and new landlords meet program standards for participation.
- Tracks SEMAP indicators on a monthly basis and prepares annual SEMAP submission.
- Monitors regulatory changes in HUD's Section 8 Programs and related requirements to assure that the Authority's Section 8 Administrative Plan is current with all program requirements.

**Send resume to: Ms. Lucille J. Reilly, Chairman,
c/o Pittsfield Housing Authority,
65 Columbus Avenue, Pittsfield MA 01201**



Bachelor Degree with a concentration in social sciences, public administration, social work or a related field and knowledge of housing subsidy programs; **or**

Three to five years' work experience with education, job training or social services programs whose core participants are low-income individuals.



This is a salary position Monday - Friday, all holidays off and full benefits. The hours are 8:30a.m. to 4:00p.m.



The Leased Housing Program Manager job description can be emailed or mailed upon request.



The applicant must be able to pass a CORI & SORI. Based on assignment the applicants are required to possess a current and valid Massachusetts Motor Vehicle Operator's License.



First consideration will be given to those **qualified** candidates who apply by **Monday, July 6, 2020 at 4:00pm**.



Be sure to send a cover letter and resume when applying for this position.



Equal Opportunity Employer