



## SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145  
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

### **Leased Housing Supervisor**

#### **Job Summary**

The Leased Housing Supervisor will supervise, direct, and monitor Leased Housing Staff with respect to their general performance, the management of their leased housing client caseload, and compliance with regulations to assure that the work performed is completed on time and at the highest level of quality. The Supervisor will carefully monitor the Leased Housing goals, strategies, and schedules. The successful candidate is expected to exercise firmness and consistency in carrying out the duties of the position. The successful candidate will also carry a Housing Choice Voucher caseload and will be responsible for the Somerville Housing Authority Portability, Project Based, SRO, and Shelter plus Care Programs. The Supervisor will monitor vacancies and shall take appropriate steps to ensure that agency personnel is referring sufficient numbers of otherwise qualified applicants to owners and property managers for lease up in vacant program units.

#### **Supervision Received**

Receives direct supervision from the Director of Leased Housing to whom they consult on an as-needed basis relative to problems, interpretation of established regulations, policies, and legal matters.

#### **Principle Duties**

- Maintains a working knowledge of all federal and state regulations and statutes pertinent to areas of responsibility.
- Manages, supervises, and schedules staff.
- Assists in the development, implementation, and maintenance of processes, procedures, and documentation.
- Ensures the efficiency of daily operations by meeting with each staff member regularly.
- Conducts audits and file reviews, including move-in and annual recertification files.
- Assists in the development of internal reporting controls and oversees controls to ensure monthly program compliance.
- Responsible for preparing month end closing financial documentation to submit to the Directors of Leased Housing and Finance.
- Coordinates with appropriate staff to ensure that inspections and/or re-inspections occur within HUD required timeframes, and enforcement abatement as needed.
- Investigates and follows up on possible fraud.
- Conducts conferences related to unreported income of clients.
- Responsible for the calculation, execution of Repayment Agreements and collection of payments for unreported income by participating clients.
- Compiles information related to SEMAP indicators and assists with the preparation of annual SEMAP certification.

### **Knowledge, Skills and Abilities Preferred**

- Knowledge of procedures and policies of local housing authority.
- Ability to perform mathematical computations.
- Ability to maintain effective communications with staff, tenants, and community service organizations.
- Ability to prepare clear and concise reports.
- Ability to give clear and concise written or oral instructions.
- Knowledge of modern office and recordkeeping procedures.
- Knowledge of the criteria and factors used in recertifying tenants for housing programs.
- Ability to plan, review and coordinate work, and programs.

### **Preferred Qualifications and Experience**

Three years' experience in a related position is preferred. A working knowledge of PIC and the EIV systems is desirable. The ability to speak Haitian/Creole or Spanish is a plus. Experience with PHA-Web software a plus.

**Job Type:** Full-time, 35 hours per week

**Bargaining Unit:** SEIU, Local 3

**Salary:** Commensurate with experience and negotiable to a maximum of \$69,739

#### **Benefits**

- Employer pays 75% of health insurance; plans administered through the GIC
- Employer pays 75% of dental insurance
- Participation in the State Retirement Program
- Tuition reimbursement
- 16 paid holidays
- 28 paid time off days per year
- Eye Glass/Contact Lens Reimbursement
- Long Term Disability, Life Insurance, 457B Deferred Compensation Plans, FSA plans and Aflac insurance policies available
- Career growth & opportunities for promotions

Interested applicants must submit a letter of interest and resumé to Emily Eschmann by email to [emilyh@sha-web.org](mailto:emilyh@sha-web.org) or mail to:

Emily Eschmann, Executive Secretary  
Somerville Housing Authority  
30 Memorial Road,  
Somerville, MA 02145

**This agency is an Affirmative Action/Equal Opportunity Employer**

