

Director of Leased Housing Management

Revere (MA) Housing Authority is seeking a Director of Leased Housing Management with both Federal and State Leased Housing Management experience. The Revere Housing Authority administers 475 HUD Section 8 vouchers, and 112 Massachusetts Rental Vouchers under the MRVP.

Experience required: a minimum of 3-5 years' experience working with Section 8 and MRVP leased housing programs, tenant/landlord relations, lease enforcement, tenant selection, oversee annual recertifications, staff (5) supervision, and a working knowledge of HUD submissions. The Director ensures SEMAP compliance, selects applicants from the Centralized Waiting List, HAP processing, conducts new admissions briefings, and oversees HQS inspections.

College Degree preferred; work experience may be substituted for degree and experience with HAB software is a plus. Strong work ethic, professional demeanor, and excellent communication skills; both written and verbal.

Salary Range: \$62,000.00 to \$66,000.00 based upon experience. Excellent fringe benefits.

Please send resume and cover letter to Revere Housing Authority, 70 Cooledge Street Revere, MA 02151 Attn: James L. Milinazzo, Executive Director by August 17, 2018. This position will remain open until filled. The RHA is an Affirmative Action/ Equal Opportunity Employer.

Revised-Posting