

Fitchburg Housing Authority

Job Title:	Public Housing Assistant Manager 667 Programs (Elderly/Disabled)	Revision Date: E.D. Initials	December 6, 2017 Peter Proulx
Department/Group:	Operations	Union Status	Non-Union
Location:	All Public Housing Locations	FSLA Status	Exempt
Level/Salary Range:	Salary up to \$40,000 per year	Position Type:	Full Time Position (35 hrs/wk)

Job Description

The Fitchburg Housing Authority is part of a consortium of housing authorities located in North Central Massachusetts. Employees of the Fitchburg Housing Authority may also be stationed and called upon to perform tasks in other consortium communities.

Role and Responsibilities

Serves as the assistant to the Public Housing Manager. Reports to the Public Housing Manager. Receives supervision from the Public Housing Manager, the Director of Housing Management, The Assistant Executive Director and the Executive Director

Primary Responsibilities:

- Answering the management phone calls and referring to the Public Housing Manager when necessary.
- Maintains the Tenant Files within compliance standards.
- Performs rent certification calculations.
- Communicates with other housing authority departments to assure the highest level of performance.
- May perform home visits with the Public Housing Manager as part of the application process.
- Will act on the Authority's behalf in the absence of the Public Housing Manager as instructed.
- Will be thoroughly familiar with all properties under management.
- Works with computerized management systems.
- This list does not represent a comprehensive list of duties.

Qualifications and Education Requirements

Must have a high school diploma or GED Certificate

Must have a valid driver's license and reliable transportation

Must have experience in multi-family property management functions

Preferred Skills

Associate Degree in Management Related Field

Experience in Public Housing Management

The Fitchburg Housing Authority is an Equal Opportunity Employer (EOE)