

# DIRECTOR OF LEASED HOUSING

FULL TIME POSTION, ON SITE




## SALARY

**\$85,000 - \$120,000**

## BENEFITS

- Union Position
- Dental Insurance
- Health Insurance
- Retirement Plan
- Vision Insurance
- Mileage Reimbursement

## HOW TO APPLY

 [mduggan@newtonhousing.org](mailto:mduggan@newtonhousing.org)

 Attn: Molly Duggan  
Newton Housing Authority  
82 Lincoln Street  
Newton Highlands, MA 02461

## ABOUT THE NHA

The Newton Housing Authority was created in 1959 and is the largest provider of affordable housing in the City of Newton. The NHA provides housing assistance to over 1000 low-income residents through the administration of federal and state-sponsored subsidized housing programs and the Section 8 Housing Choice Voucher Program. The NHA also owns and operates a management portfolio of 93 studio, one, two, and three-bedroom units.

The NHA has a responsibility to provide and maintain a high standard of housing, which allows our residents a safe, clean, and affordable home in which to reside. The NHA also endeavors to create a sense of community for its residents through its social service programs, so as to enhance their quality of life within an environment of dignity and caring.

In recent years, the NHA has worked to create more affordable housing in the City of Newton and greatly expand our Resident Services Program, providing enhanced tenant-focused social services and clinical case management to better meet the changing needs of our residents.

# DIRECTOR OF LEASED HOUSING

## DESCRIPTION OF RESPONSIBILITIES

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- Supervise the Program Review Assistant and Leased Housing Coordinator in obtaining necessary documentation for completion of annual and interim income reviews for tenants in the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, Section 8 Portability-In program, Management Program, and Special Leased Housing Programs, including the state MRVP program, and the CLN and Hamilton Grove properties.
- Supervise the Program Review Assistant and Leased Housing Coordinator in performing income, asset, and deduction calculations for tenants in the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, Section 8 portability-in program, and Management Program, and Special Leased Housing Programs.
- Supervise the Leased Housing Coordinator in the issuance and administration of MRVP and Project-based vouchers.
- Process the lease renewals and annual and interim recertifications for the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, and Section 8 portability-in program, including coordination of annual and new move HQS inspections.
- Process billing information and Housing Assistance Payments for Port-In and Port-Out Section 8 tenants, oversee change of ownerships, prepare briefing materials and perform briefing meetings for new Section 8 voucher holders.
- Prepare and update annual payment standards recommendations and utility allowance charts.
- Prepare monthly recertification and change lists, HAP hold lists, monthly program status reports, Section 8 utilization reports, HAP distribution summary reports, and other reports as required.
- Prepare and submit SEMAP certification reports.
- Negotiate rents with Section 8 landlords, determine if unit meets rent reasonable standard, as well as coordinate rent reasonableness evaluations and assist Rental Housing Coordinator with annual flat rent determination.
- Coordinate with Executive Director and Director of Planning and Development on program expansion, including increasing voucher capacity and project-basing new and existing units.
- Coordinate with Executive Director and Authority attorneys regarding program terminations.
- Coordinate with Finance Department and Authority fee accountant on direct deposit process, HAP check disbursement, and VMS reporting.
- Perform other duties as required.
- Attend internal and external meetings and trainings as required.

### REQUIREMENTS

- Bachelor's degree with 5 or more years of experience in the Section 8/Housing Choice Voucher Program.
- Experience with PHA Network and the Massachusetts Centralized Waiting List is a plus.
- Certification as a Public Housing Manager from a HUD approved organization is desired.
- Ability to remain seated for a majority of the day, walk/move around the office, climb stairs (if need be), carry files or boxes up to 25 lbs., occasionally stoop and kneel to access records, work in front of a computer screen for a majority of the day, etc.

### QUALIFICATIONS

- Supervisory experience is preferred.
- Excellent written and verbal communication skills with the ability to work independently required.
- Candidate should have a collaborative and flexible work style with a team player mindset and a strong commitment to NHA residents and Authority mission and values.