**PUBLIC HOUSING MANAGER**

**POSITION OPENING**

Fairmont-Morgantown Housing Authority is accepting applications for a full-time, salaried position Public Housing Manager. Duties include: managing 136 scattered site apartments including determining eligibility of applicants, maintaining lease-up, supervising maintenance, enforcement of Lease and A & O Policies, management of capital grant funds, assist in the development of the annual plan, coordinate the establishment of resident council, and other duties typical with the position.

Candidates must have a minimum of a high school education, college degree in business, management or social work preferred. Preference will be given to candidates with public assisted or multi-family rental management experience. In addition, the candidate must have excellent computer skills, strong written and oral communication skills, excellent problem solving ability, ability to work with a variety of people, capable of working in a team environment, be goal oriented, and have dedication to creating and maintaining a positive residential environment.

The candidate must have a valid WV driver’s license, is able to be insured, have a favorable credit report and must be able to pass a drug screening and background report. The candidate must be able to obtain Public Housing Manager Certificate within twelve (12) months of hire.

Applications will be accepted until 4:30 p.m. on Monday May 3, 2021.

Applications should be returned to Christal Crouso, Executive Director.

FMHA is an EQUAL EMPLOYMENT OPPORTUNITY employer.

**PUBLIC HOUSING MANAGER**

**RESPONSIBLE TO EXECUTIVE DIRECTOR**

**DUTIES:**

Manage Waiting List

Rent calculations and adjustments

Take applications and interview potential clients

Perform background check

Tenant selection after initial income/background eligibility

Maintain and service client files and data base

Move-in / move-out process, and lease-up

Maintain a minimum 97% occupancy rate at all times

Annual Re-Certifications

Annual inspections

Accompany pest exterminator on monthly inspection

Interim inspections (e.g. housekeeping and quality control)

Day-to-day management of Public Housing units

Enforcement of Public Housing Lease and Admissions & Continued Occupancy Policy (ACOP)

Management of Community Service requirement

Fostering safe and healthy residential environment

Direct the maintenance function

Assist in marketing

Maintenance of reports

Assist in grant preparation relating to resident services program

Develop programming that corresponds with identified resident needs

Coordinate the establishment of resident council.

Supervise / oversee volunteers for client service activities

Client counseling

Advise appropriate staff when changes or updates need to be made to the Public Housing area

of the Agency web site

**QUALIFICATIONS:**

Minimum of high school education with two (2) years of experience in public assisted or multi-

family rental management.

Strong written and oral communication skills.

Excellent computer skills.

Ability to work in a team environment.

Goal oriented.

Dedication to creating and maintaining a positive residential environment.

Ability to interpret and enforce regulatory rules and guidelines.

Problem solving ability.

Ability to work with a variety of people.

Must be willing to travel.

Must be able to obtain Public Housing Manager Certificate within twelve (12) months.