

**DATE REVISED: 05/21**

**HOUSING AUTHORITY OF THE CITY OF FOND DU LAC**

TITLE: Housing Manager  
DEPARTMENT: Administration  
REPORTS TO: Executive Director

JOB SUMMARY: This is a responsible specialized position involving the management of Calumet, Westnor, Grand Court and Heather Meadow Apartments and 12 Public Housing family units. Employee exercises considerable judgment and discretion in determining eligibility, conveying program information and in carrying out assigned functions.

ESSENTIAL FUNCTIONS:

1. Coordinate selection of tenants with Intake Coordinator. Accept or reject applicants.
2. Initiate evictions when necessary. Obtain and/or develop documentation necessary to support decision.
3. Conduct tenant orientation sessions, which outlines tenant's rights and responsibilities. Executes required lease between tenant and Housing Authority. Collects security deposits and rents. Deposits monthly rents and other amounts owed.
4. Enforce the conditions of the lease and the Housing Authority rules and regulations, particularly with tenants not adhering to contractual requirements or rules/regulations of the Housing Authority, including assuming responsibility for basic lease enforcement, follow-up rent delinquencies, monitor tenants not adhering to contractual requirements or rules/regulations of the Housing Authority and document such nonadherence, counsel tenants on their rights and responsibilities and recommend corrective action.
5. Process certifications and annual recertifications required by HUD or Housing Authority policies (i.e., insure that proper verifications are included). Calculate tenant's portion of the rent.
6. Maintain an understanding of current federal regulations impacting assigned housing programs to take action to assure on-going compliance.
7. Calculate amount of security deposit to be refunded to tenants that move out.
8. Maintain related records and files and perform all pertinent calculations consistent with program requirements and operating procedures.
9. Prepare and submit internal and federal reports as required.
10. Performs other duties as assigned.

CUSTOMARY CONTACTS:

Internal: The Housing Manager will have regular contact with all Housing Authority employees.

External: The Housing Manager will have contact with tenants, police department, Lakeland Case District, Social Services, Fond du Lac County Department of Community Programs and Fond du Lac County Public Health Nurse.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The majority of work will be performed in a normal office environment. Bending, crawling, and lifting various objects of approximately ten pounds is also required on an occasional basis.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Any combination of the following education and/or experience that totals four years:

Bachelor's degree in human services or social work.

Public Housing Manager, Housing Manager or Section 8 Housing Specialist position with a Housing Agency.

Strong interpersonal and communication skills required.

Ability to work under pressure at certain times and maintain a non-judgmental and tactful attitude toward residents and peers. Must be able to use sound judgment and make independent decisions with a minimum of supervision.

Skillful application of interviewing techniques. Ability to understand complex federal housing programs. Ability to maintain accurate records and office procedures. Working knowledge of rental procedures and tenant/landlord law. Ability to maintain confidentiality. Valid WI driver's license and access to reliable transportation is required to visit units in Fond du Lac County.

Ability to learn computer software used by Housing Authority.

Within three years of employment must receive Public Housing Manager Certification.

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Full-time hourly paid position = 40 hours per week

Starting hourly wage: \$18.00 per hour

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**Benefits:**

Wisconsin Retirement: We pay Employer's portion only

Health Insurance: Approximately 88% of cost is Employer Paid (Family or Single Plan)

Dental Insurance: Employee only. Employee can purchase insurance for spouse/dependents.

Life Insurance

Holidays (includes 4 days of floating holidays)

Funeral leave and sick days

Wisconsin Deferred Compensation - IRS 457 (Voluntary Program)

Section 125 Cafeteria Plan – Flexible Spending Accounts (Voluntary Program)

AFLAC – (Voluntary Program)

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