

Waukesha Housing Authority is currently looking for qualified candidates to fill the position of:

Public Housing Manager

Duties include, but are not limited to:

- Intake processing – determine eligibility via mail and telephone intake
- Show and offer units, collect security deposits, schedule move in appointments
- Process interim rent changes
- Process annual recertifications
- Coordinate unit move in/out with Maintenance Department
- Complete move in inspections
- Prepare security deposit refunds/billings for accounting department
- Review monthly AR and prepare pay quit/cure quit notices
- Review weekly police reports and follow up with tenants
- Enforcement of all parts of the lease, including preparing paperwork for evictions
- Work with Attorney on evictions/problems and appear in court when needed
- Respond to phone calls from residents, applicants, and the public
- Supervises and oversees Assistant Public Housing Manager
- Acts as hearing office for informal discussions when there is a tenant dispute
- Prepares narrative of informal discussions
- Work with Social Workers or other local agencies
- Annually review Admissions and Continued Occupancy policy, lease, and tenant handbook to ensure any needed changes are completed
- Ensures all policies are being followed, and all residents and applicants are being treated fairly and equally
- Works closely with Accounting and Maintenance departments

Public Housing Manager reports directly to Executive Director and Assistant Executive Director. Must be extremely organized, work well with other members of the staff, be respectful of clients, applicants, the public, and persons from other local agencies in stressful situations, ability to follow all rules of the program, and implement the rules fairly and equally to all persons. Ability to work well under pressure, multi task, and de-escalate situations. This position follows all rules and regulations of Department of Housing and Urban Development, which may differ from state and local rental laws and rules.

Waukesha Housing Authority offers an excellent benefit package which includes; health, dental, life, Wisconsin Retirement System, paid vacation and sick days, paid holidays. Waukesha Housing Authority also offers a competitive salary which is negotiable based on experience. The ideal candidate will have Housing experience, but willing to train. Organizational skills and exceptional customer service skills are a must. Also, must be a team player.

Interested applicants can send resume to: dstimart@whaonline.com. Please mark subject line "Public Housing Manager Position". No phone calls will be accepted.