



## **JOB ANNOUNCEMENT**

**Eligibility: Pueblo Housing Authority Employees  
And Qualified Public**

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**December 2, 2021**

The Housing Authority of the City of Pueblo has an opening for an energetic, self-motivated, and enthusiastic individual to fill the position of Leasing Manager (formally Program Manager). This is a full-time position with a yearly salary of \$55,947. Please review the attached job description and qualifications carefully before completing an application.

If you have any questions regarding this position, please contact Deb Dagnillo in the Human Resources Department.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m., or on our website at [www.hapueblo.org](http://www.hapueblo.org).

Job posting will remain open until the position is filled.

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# HOUSING AUTHORITY OF THE CITY OF PUEBLO

**Date:** 11/21 (Revised)

**Title:** Leasing Manager

## General Purpose

Performs administrative, managerial, and supervisory work of varying degree involving the planning, organizing, coordinating, and directing of efforts for an efficient and fair application/intake and re-certification process of low income families, individuals, senior citizens and the handicapped for public assistance or rental assistance for HUD assisted and Affordable programs. May perform other duties as requested by supervisor.

## Essential Duties and Responsibilities

- Responsible for public notification and recruitment of potential applicants and overseeing appropriate assignment of available housing in compliance with HACP occupancy policy, federal and state regulations and fair housing laws.
- Observes strict confidentiality in maintaining restricted files and records.
- Ensures and monitors the intake function, including, but not limited to determination of eligibility, wait lists, purges, contact letters and the maintenance of files/information required, including, but not limited to local, state and federal regulation.
- Monitors current HACP Admissions, Continued Occupancy Policy (ACOP) and the Section 8 Administrative Plan (ADMIN PLAN), to provide for timely revision in accordance with federal regulation governing low-income housing and rent computations.
- Provides training to staff pertaining to ACOP and ADMIN PLAN and ensures staff has copy for reference.
- May attend training seminars and conferences which could require overnight travel.
- Conducts quality control reviews of tenant files for accuracy, completeness and compliance to SEMAP standards.
- Prepares and submits various reports, and statistical information to the Executive Director, Director of Operations, Board of Commissioners, HUD, and other concerned groups or organizations as needed.
- Verifies the collection of security deposits and rent.
- May assist in the informal and formal hearing process and tenant grievance hearing processes to resolve questions and problems regarding applicant admission and resident conduct.
- Responds to HUD reviews, inspections and audits as required.
- Conducts department meetings.
- Responsible for the overall operations of the Leasing Department.
- Responsible for assuring accurate monthly IMS/PIC submission to HUD in accordance to HUD policy.
- Responsible for the execution of leases to various HUD and Affordable programs.
- Directs staff to accomplish all plans, professional development, and performance levels.

### **Education, Training and Experience**

- Public Housing Management certification required or acquired within six months.
- Four-year degree in Business, Public Administration, or Social Services from an accredited college or university or equivalent work experience which includes three years of progressively responsible experience in the area of low-income housing or leased housing, one year of which was at the supervisory or managerial level or an equivalent combination of experience and education.
- Bondability.
- Valid Colorado driver's license. Eligibility for coverage under HACP fleet auto insurance.

### **Knowledge and Qualifications**

- Demonstrated expertise in federal, state and local laws, rules and regulations including HACP operating policies and procedures pertaining to the Public Housing Program and the Section 8 Programs including Housing Choice Voucher, Moderate Rehabilitation, VASH, New Construction, Section 202 and Housing Tax Credits.
- Proven ability in organizational development, staff development and management.
- Demonstrated ability to manage changing priorities with a high degree of flexibility.
- Strong customer service and communication skills and the ability to meet and deal with the public and establish and maintain effective working relationships with subordinates and co-workers.
- Proficient in Microsoft Office products, web based applications, and related property management software.

### **Materials and Equipment Used**

- Standard office equipment and materials

### **Supervisory Responsibilities**

Supervises and ultimately responsible for the Leasing department. Assigns and reviews work projects, participates in hiring and firing recommendations and makes disciplinary action decisions. Provides technical guidance and training to staff.

### **Working Environment and Physical Requirements**

Employee's work is primarily sedentary, but may involve some physical exertion such as kneeling and crouching to obtain files, eye strain from working with computers and other office equipment. Involves the normal risks of discomforts associated with an office environment, but is usually in an area that is adequately heated, lighted and ventilated. Periodically it may involve visits to outdoor developments, sites, dwellings, or facilities, inspections of structures, and confrontations with applicants and tenants.

***The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.***