

## **JOB ANNOUNCEMENT**

**Eligibility: Housing Authority of the City of Pueblo Employees  
and Qualified Public**

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**January 23, 2023**

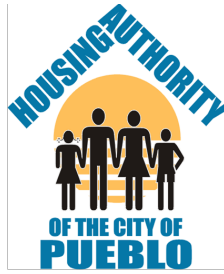
**The Housing Authority of the City of Pueblo has an opening for the position of Leasing Manager. This is a full-time position with a starting rate of \$59,065.76 per year. Please review the attached job description and qualifications carefully before completing an application.**

**If you have any questions regarding this position, please contact Pat Rivas in the Executive 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: [www.hapueblo.org](http://www.hapueblo.org)**

**Job posting will remain open until position is filled.**

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## HOUSING AUTHORITY OF THE CITY OF PUEBLO

**Date: 01/23**

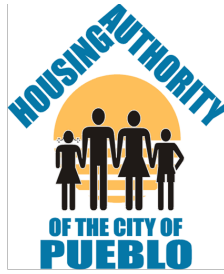
**Title: Leasing Housing Manager**

### **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 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 for the Section 8 programs in compliance with HACP ADMIN PLAN, 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 be local, state, and federal regulation.
- Monitors current Housing Choice Voucher Admissions, 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 the ADMIN PLAN and ensures staff has copy for reference.
- 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, the Assistant Executive Director, the Board of Commissioners, HUD, and other concerned groups or organizations as needed.
- Responds to HUD reviews, inspections and audits as required.
- Conducts staff meetings with managers and/or other department employees to provide and/or obtain information or to train subordinates in special areas.
- Responsible for the overall operations of the Leased Housing 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 programs.
- Directs staff to accomplish all plans, professional development, and performance levels.
- Delegates departmental workflow.



### **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**

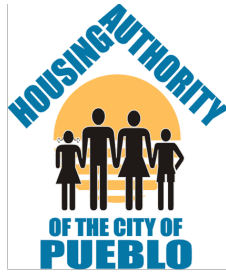
- Significant demonstrated expertise in federal, state and local laws, rules and regulations including HACP operating policies and procedures pertaining to the Section 8 Programs including Housing Choice Voucher, Moderate Rehabilitation, VASH, New Construction, Section 202 and Housing Tax Credits.
- Demonstrated knowledge of information systems, office management, and control practices.
- 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-computer, printer, copy machine, adding machine, and scanner.

### **Supervisory Responsibilities**

The employee makes both specific and broad assignments to a group of clerical and administrative employees. Unless specific assignments are made, the employee will specify only priorities, deadlines, and objectives for subordinates. The employee regularly monitors the work of subordinates for accuracy, conformity with policy and achievement of goals. The employee monitors the work of multiple work units having related functions. Responsibility



for the work includes accuracy, quantity, quality, and completeness. The employee performs routine supervisory functions including performance evaluation, applicant interviewing and selection, and administration of disciplinary action.

### **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. Out of town traveling may be required to meetings, conferences, and workshops in other cities. The work of the incumbent involves the normal risks of discomforts associated with an office environment, but is usually in an area that is adequately heated, lighted and ventilated. From time to time, however, 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 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.*