

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
625 STANWIX STREET, 12<sup>TH</sup> FLOOR, PITTSBURGH, PA 15222

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**Authority Position Available: Leasing Administrator**

**Date Posted: April 27, 2017**

Purpose

This full time 35 hour/week position in the Housing Management Operations Department will assist site-based management staff with the management of waiting lists, applicant eligibility, and leasing at Authority owned and/or management LIPH developments.

Essential Job Functions

1. Conduct regular quality control and compliance reviews of application files, information entered into computer system, and against waiting lists names and prepare reports
2. Managing applications received via internet, mail, or walk ins at the Central Office
3. Managing and purging waiting lists when requested
4. Train staff members on the waiting list (entering applications and preferences)
5. Assist managers with conducting Leasing, deeming Eligibility for Low Income Public Housing and moving applicants into to the computer system
6. Administer all DPW verifications through the PA CIS mainframe for all LIPH applicants and annual recertification of residents
7. Submit award nominations for the ACHA
8. Maintain accurate and complete site-based waiting lists for all assigned properties
9. Monitor occupancy level per property as per goals established by HUD via completing marketing plans, advertising strategies, and ensure that techniques and methods to maintain leasing goals are used effectively
10. Review sampling of new leases, check for completeness, accuracy and ensure leasing procedures are followed
11. Perform all aspects of marketing per job description
12. Prepare and send informational flyers to social service agencies, attend affairs and events marketing
13. Conduct informational tours that generated interest and excitement about LIPH Sites
14. Excellent phone skills and the ability to pull messages from callers and TDD machine
15. Provide social services agencies with monthly listing of vacant units for LIPH Sites
16. Respond to applicant requests promptly and courteously
17. Hold LIPH Informational Meetings for Service Groups and Prospective Applicants
18. Work closely with applicants and/or residents who are victims of domestic violence
19. Work closely with Police Departments to house Witness protection applicants
20. Must attain knowledge and understanding of 504 regulations to ensure compliance
21. Maintain courteous behaviors and continuous communication with employees, residents, applicants, and representatives of other companies
22. Provides role-model behaviors and paradigms for staff by following all company procedures and presenting a professional appearance appropriate to the image of the organization and property

Required Education/ Experience

High School Diploma or equivalent, required. College degree and subsidized housing and tax credit experience, preferred. Must possess and maintain a current, valid PA Driver's License, and use of a personal vehicle. Ability to communicate with people from a broad range of social and economic backgrounds. Computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access). Ability to maintain confidentiality.

SALARY: \$35,000 to \$40,000

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

*Frank Aggazio*

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,  
ATTN: HR, 625 STANWIX STREET, 12<sup>th</sup> FL., PITTSBURGH, PA 15222 OR EMAILED TO: [jhoover@achsng.com](mailto:jhoover@achsng.com)  
*AN EQUAL OPPORTUNITY EMPLOYER*