Authority Positions Available: LEASING ADMINISTRATOR

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.

Overview of 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. Assist Directors with various duties and responsibilities, per job description and as needed.
8. Submit award nominations for the ACHA
9. Maintain accurate and complete site-based waiting lists for all assigned properties
10. 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
11. Review sampling of new leases**,** check for completeness, accuracy and ensure leasing procedures are followed
12. Perform all aspects of marketing per job description
13. Prepare and send informational flyers to social service agencies, attend affairs and events marketing
14. Conduct informational tours that generated interest and excitement about LIPH Sites
15. Excellent phone skills
16. Pull messages from callers and TDD machine
17. Provide social services agencies with monthly listing of vacant units for LIPH Sites
18. Respond to applicant requests promptly and courteously
19. Hold LIPH Informational Meetings for Service Groups and Prospective Applicants
20. Work closely with applicants and/or residents who are victims of domestic violence
21. Work closely with Police Departments to house Witness protection applicants
22. Must attain knowledge and understanding of 504 regulations to ensure compliance
23. Maintain courteous behaviors and continuous communication with employees, residents, applicants, and representatives of other companies
24. 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/Qualifications

High School Diploma or equivalent. 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).

Preferred Education/Experience/Qualifications

College degree preferred. Subsidized housing and tax credit experience desired.

Salary: mid to upper $30s

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.

Date posted: 6/2/15

Frank Aggazio, Executive Director

An ACHA employment application must be submitted for consideration. Employment applications may be obtained at the ACHA Central Office or on the web at www.achsng.com