

SUDBURY HOUSING AUTHORITY
Administrative Assistant/Occupancy Specialist

Job Summary

This is a highly responsible position in which the incumbent performs an array of administrative tasks to support housing authority operations across three housing programs. The position requires an ability to work within program-specific affordable housing regulations and requirements. The incumbent will work closely with other staff in the areas of general office administration; continued occupancy, lease compliance, accounts receivables and payables, and housing waitlist support.

Type of Position/Hours Worked

Part-time, up to 35 hour/week position, schedule to be determined.

Salary

Depending on qualifications; benefit- and pension-eligible.

Location

Sudbury Housing Authority, 55 Hudson Road, Sudbury MA 01776.

Supervision Received

The incumbent receives general supervision from the executive director and works closely with other administrative and maintenance personnel.

Principal Duties

1. Representative Job Functions of the Administrative Assistant
 - a. Maintain general office organization.
 - b. Receive and direct telephone calls, visitors, mail.
 - c. Routine communication, written and verbal, with residents and applicants.
 - d. Maintain/update contact lists and tenant data as needed.
 - e. Order & maintain office supplies, assist with maintenance orders; maintain tax-exempt status with vendors.
 - f. Manage paper and electronic files related to job functions & as directed.
 - g. Process rents and other receivables.
 - h. Assist with processing payments.
 - i. Assist with logging and routing maintenance work orders, updating records.
 - j. Assist with unit inspections.
 - k. Assist with updating/maintaining vendor files; issuing tax forms.
 - l. Other duties as assigned by the executive director.

2. Representative Job Functions of the Occupancy Specialist
 - a. Perform annual recertifications for continued occupancy of current residents.
 - b. Perform interim rent determinations for current residents when necessary or requested.
 - c. Monitor tenant compliance with lease provisions.
 - d. Maintain tenant files, both electronic & paper.
 - e. Assist with functions related to tenant selection: verification of applicant submissions, determination of applicant eligibility and qualification for public housing; extending offers of housing and performing lease-ups.
 - f. Other duties as assigned by the executive director

Preferred Qualifications

1. Ability to work collaboratively and under minimum supervision.
2. Ability to understand, interpret and implement policies, procedures, and regulations.
3. Knowledge of public housing programs, regulations, and specialized housing software.
4. Rental housing leasing experience.
5. Ability to plan, organize and prioritize tasks.
6. Bilingual candidates preferred.

Minimum Qualifications

1. Strong interpersonal and customer service skills.
2. Excellent ability to communicate in both verbal and written formats.
3. Ability to maintain confidentiality and work with a diverse population.
4. High School diploma or equivalent.
5. Intermediate proficiency in using Microsoft Word, Excel and Outlook.
6. Experience with menu-driven software.
7. Possession of a current and valid Massachusetts Driver's License.
8. Willingness to participate in training opportunities related to basic job functions and related areas of public housing management.

Sudbury Housing Authority is an Affirmative Action/Equal Opportunity Employer.

Submit letter of interest and resume by email to info@sudburyha.org or mail to Sudbury Housing Authority, 55 Hudson Road, Sudbury, MA 01776.