

**Revere Housing Authority**  
**Director of Leased Housing Management**

**Category:** Housing Management

**Title:** Director of Leased Housing Management

**Description:** The Revere (MA) Housing Authority is seeking a Director of Leased Housing Management with Federal Leased Management experience.

The Director of Leased Housing Management is responsible for management of HCVP, VASH, Family Self Sufficiency and Home Ownership Programs.

**Qualifications:** Experience requires: a minimum of 5 years' experience working with leased housing programs, working knowledge of HUD leased housing regulations, tenant relations, lease enforcement, tenant selection, annual recertification, staff supervision, and working knowledge of computerized procedures i.e., PIC, SAVE, VMS and EIV. The Director ensures SEMAP compliance, selects applicants from the Centralized Waiting List, processes Housing Assistance Payments, oversees rent calculations, interacts with landlords, conducts new admissions briefings, coordinates grievance hearings, and oversees inspection of housing units and the FSS program. Knowledge of FSS and Homeownership program a plus.

**Salary Range:** \$86,000.00 to \$90,000.00 depending on experience.

**Instructions:** Please mail resume and cover letter to Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151 Attn: Rosa Garbarino, Administrative Assistant/Bookkeeper or email resume and cover letter to [rgarbarino@revereha.com](mailto:rgarbarino@revereha.com). This position will remain open until filled. The RHA is an Affirmative Action/Equal Opportunity Employer

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