



Please Post

To: All Interested Individuals
From: Earnest Offley Director of Human Resources
Re: Job Opportunity – **Leasing Officer I**
Date: August 1, 2016

Leasing Officer I

This position provides support to the Cambridge Housing Authority's Leased Housing Department by ensuring the accurate processing of data related to initial certification of applicants for both the leased housing and public housing programs. The incumbent assists in waitlist management, scheduling appointments and the screening and recertification of program applicants and participants. Responsibilities also include activities related to the determination of eligibility, preparation of documents related to either program participation or tenancy, management and oversight of site-based waitlists, communication with property owners and site management staff, and assistance to a Leasing Officer II or other administrator as needed and assigned, Reports to the Director of Leased Housing.

Education and/or Experience: High School Diploma or equivalent is required. One (1) to two (2) years of college, business or technical school is desirable. Previous work experience in a similar work environment is preferred. Experience in dealing with the public, particularly low-income, disabled or elderly individuals is desirable. Knowledge of the Housing Choice Voucher program or public housing is preferred. Fluency in multiple languages is desirable. An equivalent combination of education and experience may be considered. Needs strong computer (MS Word, MS Excel, MS Access, and MS Outlook) skills and proficiency with information technology systems, including strong ability to navigate software databases, analyze complex datasets, and troubleshoot software and database issues. Ability to learn other computer software programs may be required by assigned tasks.

The Agency offers a competitive benefits program including health insurance through the Group Insurance Commission, FSA's, Blue Cross Blue Shield dental insurance, the State Retirement System, additional voluntary benefits, and MBTA Corporate T-Pass Program.

Pay Grade 7-Salary: **\$ 25.22/hr**

Deadline for application: **August 15, 2016**

Please send cover letter and resume to: **Cambridge Housing Authority
362 Green Street
Cambridge, MA 02139
Attn: Human Resources Department**

Electronic submissions may be made to: jobs@cambridge-housing.org

Please reference position title in subject line. Resume and over letter must be an attachment and not included in body of email.

It is the policy of the Cambridge Housing Authority to give preference in employment to Section 3- eligible individuals. **The Cambridge Housing Authority is an equal opportunity affirmative action employer.** Minorities, handicapped and others are encouraged to apply.

TDD 1-800-545-1833, x 112
(Telecommunications devices for the deaf)