Please Post

To:	All Interested Individuals
From:	Earnest Offley, Director of Human Resources
Re:	**Job Opportunity – Assistant Housing Manager**
Date:	August 1, 2016

Assistant Housing Manager

The Cambridge Housing Authority seeks qualified applicants for the above position within the Operations Department of the Agency. The incumbent shall perform a variety of administrative duties in support of the operation of a housing site in accordance with established Agency policies and procedures. Responsibilities will include: unit inspections, assistance with budget preparation, rent re-certification and delinquency activities, resident problem resolution, assistance with capitol improvement projects, supervision of maintenance staff, and other duties as assigned.

Demonstrated experience in property management is required. Preferred candidates will be degreed and possess knowledge of public housing, its management techniques and applicable laws and regulation. Preferred applicants will have knowledge of the Low Income Housing Tax Credit Program including the processing of tax credit recertifications.

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 T-Pass Subsidy.

Pay Grade 9-Salary: **$ 56,668.24 /yr.**

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

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)