

Public Housing Administrador

Job Posting

Open: 06/04/2025

Closing: 06/14/2025

Send Resume to Maria Martinez at dweeks@nbnjha.org or mail to New Brunswick Housing Authority 7 Van Dyke Avenue NB, NJ 08901
Attn: Mrs. Weeks or call 732-745-5157 ext.203

General Description

Under the direction of the PHA Property Manager and Executive Director, manages all activities relating to screening public housing applicants for AMP 1 and is responsible for maintenance of all related records. This is an AMP 1 Part-time management position which may require additional work assigned.

Administrative Responsibilities

1. Conducts initial screening of AMP 1 public housing clients.
2. May also conduct initial screening of AMP 2 public housing clients when needed.
3. Follows all applicable HUD and Housing Authority screening and applications activities associated with occupying public housing units.
4. Works directly with PHA Manager to assign public housing units to clients.
5. Conducts all annual [and interim] public housing recertification reviews and maintains records of all reviews in accordance with HUD and Housing Authority requirements.
6. Upon request, will assist COCC, AMP 1 and AMP 2 management with gathering information for PHAS and any other HUD required reporting systems.
7. Works with AMP I and AMP 2 management to assure that all public housing 50058 (PIC) reports and all other HUD required weekly, monthly and/or annual public housing reports are completed and submitted in the proper manner.
8. Works with all AMP staff to assure that the occupancy process is completed within the HUD recommended 30 day time line.
9. Responsible for direct oversight of all PHA files including (but not limited to); review of verification process and information, PHA hard file maintenance, confirmatory reviews of all paperwork associated with lease-up, quarterly and annual file checks, and all other reviews associated with the management and reporting of PHA files.
10. Able to sign leases and work with AMP management at all facilities to assure occupancy of PHA units in a timely manner.

11. Takes steps through the verification of income and related factors to prevent cases of fraud. Reviews files to uncover instances of income discrepancies and takes appropriate action when necessary.
12. Does other related work as required.
13. Works with staff to reconcile rent roll monthly. Works with staff to post all rents and charges. Works with staff to accept rents and make deposits when needed. Works with staff on efforts to collect funds owed to NBHIA by tenants and/or former tenants. Completed monthly reporting to credit agencies and HUD debts owed reporting.
14. Prepare reports and maintains files as required by the Deputy Director.
15. Assist with coverage for the main office as needed or directed.
16. Uses EIV to detect and prosecute instances of suspected or known fraud.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

17. Assist with tenants rent collection when in default

Education, Knowledge and Training

Incumbent may be required to possess a Public Housing Manager Certification (PHM) issued by the National Association of Housing and Redevelopment Officials (NAHRO) and recognized by the US Department of Housing and Urban Development within 90 days from their appointment to this position.

Experience

College Degree preferred or

Four (4) years of housing management and/or occupancy experience in the field of real estate, public housing, or private property management.

Salary Range: \$60,000- \$80,000

Employee's Name

Signature

Date