

Housing Manager

Newburgh Housing Authority

About the Position

The Newburgh Housing Authority is seeking a dedicated and experienced **Housing Manager** to oversee the daily operations, facilities, and resident programs of our public housing portfolio. This role provides leadership in implementing program priorities, formulating policies, and ensuring effective management of housing services.

Key Responsibilities

- Oversee the operations of all public housing developments.
- Manage the waiting list and applicant intake process.
- Conduct orientations for newly accepted tenants.
- Coordinate and execute leasing, rental agreements, and tenant engagement programs.
- Rent apartments to incoming tenants and supervise rent collection procedures.
- Review of tenant income information to determine accurate rental payments.
- Address socioeconomic concerns among tenants and support resident well-being.
- Conduct regular inspections of buildings and grounds to identify damage, maintenance needs, or extermination issues.
- Prepare written inspection reports and document findings.
- Refer residents to appropriate social service agencies.
- Maintain resident files in full compliance with HUD guidelines.

Minimum Qualifications

- Bachelor's degree in business administration, Social Services, or a related field **OR** an associate degree from an accredited NYS institution **plus three years of related management or administrative experience** within a real estate or governmental setting.
- High school diploma or high school equivalency diploma **and four years of related experience.**
- Permanent employment is contingent upon passing a Civil Service examination.

Salary

\$53000-\$65000 plus full benefits

Ideal Candidate Profile

The ideal candidate is a collaborative leader with strong interpersonal skills, keen attention to detail, and a deep commitment to serving diverse communities. They demonstrate sound judgment, clear communication, and the ability to manage multiple operational responsibilities in a structured housing environment.

Submit Resume to lrjackson@newburghhousingauthority.org