

**LINCOLN HOUSING AUTHORITY**  
**Lincoln, Nebraska**  
**\*\*JOB NOTICE\*\***

**Position title:** Housing Manager, Properties & Leasing  
**FLSA Status:** Full-Time, Exempt (Salaried)  
**Posting Dates:** June 1, 2023 – until filled

**Do you have knowledge of low income and HUD public housing programs? Do you have expertise in tenant-landlord laws? Do you possess leadership skills that inspire others to be their best? Are you passionate about connecting people to decent, affordable housing? If this sounds like you, let's talk!**

**Position Summary**

The Lincoln Housing Authority is seeking a dynamic and experienced Housing Manager with experience in property management and leasing to lead a team that is responsible for leasing up and preserving LHA properties, managing housing programs and policies, determining assistance and executing leases, and executing managerial responsibilities including:

- Supervises and manages the leasing operations for LHA- owned and managed properties.
- Coordinates and supervises a variety of subsidized and conventional housing programs as assigned by the Executive Director.
- Collaborates with LHA Maintenance Manager to ensure all properties, units, grounds, and laundry facilities are maintained to a high standard.
- Oversees and ensures approval and denial of all applications for LHA owned/managed units.
- Engages in tenant relations and lease enforcement.
- Serves as a proactive liaison to the federal government and searches for new sources of government funding.
- Interprets government housing directives and relates procedural information to staff; develops plans to meet HUD regulations and services as project coordinator with HUD.
- Conducts informal hearings for fraud and denial of assistance and makes final determinations.
- Reviews and revises (as needed) the Admissions and Continued Occupancy Policy.
- Oversees and ensures compliance of the Low Income Housing Tax Credit (LIHTC) program, Public Housing programs, HUD multi-family programs, and complies with ongoing requirements.

**Required Experience, Skills, and Abilities:**

- Bachelor's Degree from an accredited college or university with major course work in business, public administration or accounting, along with considerable administrative and supervisory experience in public management. Years of experience may be substituted for degree.
- Knowledge of the principles and practices involved with the delivery of housing related services.
- Knowledge of local real estate practices, landlord/tenant laws and property management functions.
- Knowledge of HUD public housing programs and regulations and low income housing tax credit programs and regulations.
- Ability to interact with neighborhood groups and agencies, including the ability to coordinate ideas of diverse groups into a mutually accepted plan of operation.
- Ability to plan, organize and direct staff and demonstrate sound judgment and good decision making.

**Application Information:**

- For a comprehensive list of duties and requirements and/or to apply, visit [L-housing.com/employment](http://L-housing.com/employment).
- Minimum annual salary is \$78,000.00.
- Background checks will be conducted on final candidates.
- Lincoln Housing Authority is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.