

Site Manager

The Housing Authority of the Borough of Red Bank (RBHA) is seeking a full-time Site Manager as part of the RBHA Public Housing Program.

Join RBHA team today and immerse yourself in a rewarding career for years to come!

The Site Manager is responsible for managing 90 units (50 senior units and 40 family units) owned and operated by the RBHA and is responsible for the screening and selection of the Housing Authority's public housing residents; and the daily operations of the RBHA Housing Authority properties. The primary purpose of this position is to perform various program activities to support the HACC Public Housing program, including participant recertification, income and rent calculations, leasing, rent increases, briefings, quality control file reviews, submission of HUD 50058s to PIC, and monitoring of HUD PIH Notices and changes in regulations. Does unit inspections, re-inspections and emergency inspections on an as needed basis. Assistance will include helping the client to secure affordable housing and improve their living conditions with the goal of an improved quality of life and self-sufficiency. All activities must support RBHA's mission, strategic goals, and objectives. This position is also responsible for the property management of a local 36-unit condominium association.

The ideal candidate for this role should have superior organizational skills, great attention to detail and motivational qualities.

The Housing Authority of the Borough of Red Bank offers a competitive starting salary, along with health and pension benefits.

Hourly salary range: \$18.00 - \$22.25 per hour.

Required Qualifications and Education:

The minimum educational qualification required to be a Site Manager is a High School graduate or possession of a GED. An Associate degree in management, public administration, social work, or related field, is preferred, and a minimum of five (5) years of experience in property management or housing program administration is preferred. An equivalent combination of education and experience may be considered. All appointees must have a valid Driver's License.

The successful candidate will be subject to satisfactory drug and criminal background screenings before hiring.

The Job Description may be obtained from the RBHA Website: www.redbankhousing.org.

Interested and qualified candidates may apply in confidence by submitting a cover letter, resume and compensation requirements to:

Lisa Hendricks Richardson, Executive Director
52 Evergreen Terrace
Red Bank, New Jersey 07701 or
LRichardson@RBHA.comcastbiz.net.

The Housing Authority of the Borough of Red Bank is an Equal Employment Opportunities Employer.