

Position: Temporary Project Manager

General Summary: Under the supervision of the Senior Project Manager. A person in this position is responsible for assisting the Senior Project Manager and Project Manager with filing, organizing and maintaining program files of the Section 8 Housing Choice Voucher, VASH, Public Housing, Family Public Housing and FSS Programs.

Essential Duties and Responsibilities:

- Receives applications and interviews prospective clients and landlords and perform necessary investigations to ascertain eligibility for participation and waiting list placement, under the supervision of the Senior Project Manager.
- Maintains files for initial, special, annual and re-inspection of units to monitor compliance with applicable local municipality housing codes and HUD's Housing Quality Standards, under the supervision of the Senior Project Manager.
- Monitors, maintains and purge annually program waiting lists, under the supervision of the Senior Project Manager.
- Monitors, maintains and updates records and files according to federal regulations for all MHC programs, under the supervision of the Senior Project Manager.
- Distributes and mails notices, letters, etc. as needed to applicants and participants, under the supervision of the Senior Project Manager.
- Performs other related duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Must have a thorough knowledge of a specialized or technical housing in human services field equivalent to an associate's degree in business management, behavior sciences or property management, plus a minimum of two years experience in a related field. Applicable professional experience may be substituted for educational requirements. Must have a valid State of Michigan driver's license.

Experience: Two-year experience as an assistant in public or private housing management operations preferred. Section 8 management experience strongly preferred. Must demonstrate effective verbal and written communication skills. Must be proficient with computers. Must be familiar with the Internet and electronic mail program. Must be able to manage and complete multiple tasks.