

**Scattered Site Portfolio Manager**  
***BROCKTON HOUSING AUTHORITY***

The Brockton Housing Authority, a nationally recognized and award winning public housing authority, with a total budget in excess of Forty Million Dollars per year, located in Brockton, Massachusetts, is presently accepting applications for the position of **Scattered Site Portfolio Manager**. This position is responsible for the management and efficient operation of over 100 units of affordable housing. Work is performed with considerable independence or judgement within the constraints of established regulations, policies and procedures. Responsibilities require judgement and discretion to ensure the long-term financial and organizational goals as they relate to assigned Portfolio. The Portfolio Manager is responsible for ensuring that each tenant is paying the appropriate rent each month; that the portfolio is inspected and well maintained; that security and tenant services are adequately provided; and that the lease and all program regulations, rules and policies are adhered to.

A resume and cover letter must be mailed, faxed or emailed to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, Brockton, MA 02301. [TomP@Brocktonhousingauthority.com](mailto:TomP@Brocktonhousingauthority.com). The position will remain open until filled.

**Education and Experience:** Bachelor's Degree and three years' experience in the administration of affordable or Federally assisted housing. Demonstrated knowledge of Public Housing Regulations, Principles and Practices and/or demonstrated working knowledge of the Section 8 Housing Choice Voucher Program.

The starting Salary is \$49,065 together with excellent benefits. A full job description with complete list of Qualifications and Responsibilities can be found at [www.BrocktonHousingAuthority.com](http://www.BrocktonHousingAuthority.com).

**The Brockton Housing Authority is an Equal Opportunity Employer**

**In compliance with Section 3 of the HUD Act of 1968, Brockton Housing Authority Residents, Section 8 Voucher holders and other low or very low income Brockton residents are encouraged to apply and may receive a preference.**