

Job Notice

LINCOLN HOUSING AUTHORITY

Position title: LEASING AGENT

The Lincoln Housing Authority is seeking a full-time Leasing Agent. Responsibilities include marketing and leasing units; calculating income and rent for assisted housing; explaining programs; promoting resident relations; maintaining accurate records; conducting inspections; and enforcing rules. Desired qualifications: experience in marketing and leasing housing units, excellent customer service skills, knowledge of HUD subsidized and tax credit units; strong computer skills. Excellent oral/written communication skills plus attention to detail and accuracy are essential. Bachelor's degree desired or equivalent combination of education and experience. Valid NE driver's license and reliable vehicle are required.

Starting wage is \$15.58/hour plus an excellent benefits package.

A completed job application packet (employment application, reference form and supplemental questionnaire) is required. An application packet may be obtained at either 5700 R St. or www.L-housing.com. **Application materials from the website must *first* be printed (and then completed) but cannot be completed or submitted online.** Hearing Impaired/TDD (800) 545-1833, ext. 875.

Send completed application packet to Human Resources Manager, Lincoln Housing Authority, 5700 R St., Lincoln, NE 68505.

To be considered for this position, application packet must be received **no later than 5:00 p.m. on Monday, March 1.**

EQUAL OPPORTUNITY EMPLOYER