



VILLAGE OF DOLTON

Tiffany A. Henyard.....Mayor
Alison Key.....Village Clerk

TRUSTEES

Kiana L. Belcher	Tammie Brown	Andrew Holmes
Jason House	Brittney Norwood	Edward Steave

HOUSING MANAGER

SUMMARY

Oversee all Housing activities in the Village and perform day to day processing and monitoring of payments and expenditures to ensure that the Village's housing records are maintained in an effective, up to date and accurate manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Verifies that transactions comply with policies and procedure
- Reviews and approves housing applications assigning tasks and projects to individuals
- Prints and distributes monthly financial reports while recording and maintaining accurate and confidential files
- Receives and verifies invoices and requisition
- Receives resident complaints and assist the general public with achieving a solution on when possible
- Scans all housing documents into their respective address file
- Maintains all housing documents including maintenance of both electronic and hardcopy databases related to all properties within the Village

QUALIFICATIONS

- Principles and practices of public housing management
- Regulations such as HUD regulations, codes and rules; laws and regulations governing property management
- Basic mathematical calculations
- Computer operations and applications, including word processing and spreadsheets general functions and operations of municipal government, ordinances and regulations
- Work as a team member with other employees
- Communicate effectively with other village employees both oral and written
- Handle multiple tasks simultaneously with frequent interruptions
- Follow departmental and Village policies and procedures
- Ability to problem solve with creative and individualized approaches
- Excellent organizational skills and time management
- Ability to prioritize and plan effectively



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Education and/or Experience

- Bachelor's Degree in a related field or four years of related work experience
- Preferred basic knowledge of standard bookkeeping principles, practices, and techniques
- Preferred knowledge of HUD policies, procedures and practices

Compensation/Benefits include medical, dental, vision, and (PTO)paid time off

To Apply Submit a resume and cover letter to jjohnson@vodolton.org.

Please include the position title in the subject line