

**LACKAWANNA COUNTY
HOUSING AUTHORITY
Assistant to the Director of Capital Improvements**

POSTING DATE: 9/12/22

CLOSING DATE: 9/16/22

This position is under the collective bargaining agreement

VACANCY: Job Title: Assistant to the Capital Fund Director
Annual Salary Range: \$38,000 - \$48,000
Location: 2019 West Pine Street, Pennsylvania 18512
Type Employment: Full-Time,
Work Hours: 8:00 A.M. – 4:30 P.M.

Background: Assist with the agencies Capital Fund Program which provides funds, annually, to the Public Housing Program for the development, financing, modernization and for management improvements to the Public Housing Developments.

DUTIES: Duties will be performed from the Dunmore Administrative Office to Assist with current and upcoming modernization projects. Assigned work is under the supervision of the Director of Capital Improvements.

Special Projects:

Assist HACL staff and HACL consultants with HUD applications for possible new future developments for additional housing for HACL applicants which may include Demolition Application Assist the submittal to the Housing and Urban Development Special Application Center (SAC)

Finance: Assist in all finance related to new construction developments for HUD special applications that may be submitted for new units.

Assist with HUD reporting which includes EPIC reporting, budgeting, annual plan, five year plan, Environmental Review Process ERR.

REQUIREMENTS:

- Five years construction experience, including one year supervisory experience; college level course-work in construction management or related field may be substituted for work experience.
- Must be proficient with computer data entry and must be willing to learn HACL's current software system.
- Past and current related work experience that would be able to work independently, and to make critical decisions if needed.
- To receive duties within the Public Housing Program to fill the need of the Agency.
- Other Jobs as assigned.
- Pennsylvania Driver's License.

HOW TO APPLY:

The above application material must be received no later than September 19, 2022 to be accepted. Send completed application materials to request interview.

Lackawanna County Housing Authority
Attn: Nancy Ikeler
Email: nikeler@hacl.org

To obtain additional information, call (570) - 342-7629, ext. 303