

Housing Authority of the City of Tulsa

Now Hiring

- ◆ Accounting Clerk (\$12.60 Hour): Perform all accounting functions necessary to efficiently provide payment of financial obligations incurred in administering the Assisted Housing (Section 8) and Public Housing (Low-rent) Programs through the Tulsa Housing Authority and all related THA entities.
- ◆ Leasing Assistant (\$14.77 Hour): Assist the Property Manager in providing a fiscally sound, safe, and secure and properly maintained high quality Tulsa Housing Authority property for residents, while following the Asset Management philosophy.
- ◆ Assistant General Counsel (\$63,918 Annually): Assist the General Counsel in the representation of THA in a variety of legal matters and handle all legal matters related to Affordable Housing Department and eviction procedures. The Assistant General Counsel is expected to provide accurate, constructive, and timely legal advice and support to the General Counsel and the THA Executive Team through both direct work and effective management of outside Counsel when warranted. This is a generalist role with a focus on the following, but not limited to: contract law, real estate transactions, construction law, urban development, community development, fair housing law, public accommodations, HUD Public Housing Regulations, HUD Section 8 Regulations, forcible entry and detainer, and other related work as assigned by the General Counsel to meet the needs of THA.
- ◆ Social Service Coordinator: (\$15.16 Hour): Provide intake, case management, needs assessment, planning, coordination and the delivery of services that support economic development and self-sufficiency activities for Tulsa Housing Authority (THA) residents. To identify barriers and offer programs which will enhance the quality of life and prepare residents to enter the work force, thereby breaking the cycle of poverty.
- ◆ Housing Coordinator (\$16.82 Hour): Prepare, execute, monitor and administer leases for participants in various assisted housing programs. Define the participants rent portion and perform the annual recertification of the participants.
- ◆ Groundskeeper (\$10.58 Hour): Perform a variety of unskilled and semi-skilled manual labor and tasks of routine difficulty on buildings owned and/or operated by THA, and the grounds.
- ◆ Senior Maintenance Technician (\$15.26 Hour): Maintain, service and repair Tulsa Housing Authority (THA) owned or operated facilities and equipment that does not require a license issued by the State of Oklahoma or the City of Tulsa license. Perform as a working leader and direct the work of lesser skilled mechanics, assistants and laborers under the supervision of the Maintenance Supervisor.
- ◆ Maintenance Technician (\$13.41 Hour): Maintain and repair Tulsa Housing Authority (THA) owned or operated facilities and equipment that does not require a license issued by the City of Tulsa or the State of Oklahoma.
- ◆ Social Service Coordinator: (\$15.16—\$17.12 Hour): This grant funded position will be funded through June of 2019. Provide intake, case management, needs assessment, planning, coordination and the delivery of services that support economic development and self-sufficiency activities for Tulsa Housing Authority (THA) residents. To identify barriers and offer programs which will enhance the quality of life and prepare residents to enter the work force, thereby breaking the cycle of poverty.

- ◆ Offering Excellent Benefits. 401(k) with 11% company contribution.
 - ◆ For more information or to apply go to www.tulsahousing.org
- ◆ We perform criminal background checks and drug testing.
 - ◆ THA is an equal opportunity employer.

