



JOB VACANCY ANNOUNCEMENT – AMP DIRECTOR	
DATE:	March 4, 2026
POSITION:	AMP Director – Jackson Tower/Scattered Sites
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm / 37.5 hours per week
PAY RATE:	\$60,000 - \$70,000 based on experience
DEADLINE TO APPLY:	Until filled

POSITION DESCRIPTION:

This is administrative and/or supervisory work in the management of an AMP.

POSITION SUMMARY:

Manage and efficiently operate the assigned AMP(s) in accord with the policies and procedures promulgated by Harrisburg Housing Authority and the US Department of Housing and Urban Development.

Interface with residents, applicants, and community stakeholders, address inquiries.

Responsible for lease enforcement to include preparation for court proceedings and appearances.

Collects and reports rents, security deposits, and other money from residents, manage and monitor rent delinquency.

Oversees and coordinates with the maintenance foreman any maintenance and property upkeep.

Supervises the daily use of property facilities and spaces.

Manages and maintains tenant files and office records.

Performs all other duties assigned by the Executive Director/CEO.

POSITION QUALIFICATIONS:

Thorough knowledge of real property management.

Knowledge of management practices of public and private agencies dealing with social problems and community needs.

Ability to manage and effectively operate an AMP(s).

Ability to plan, organize housing authority records, reports, and supervise personnel.

Ability to interpret and administer rules, regulations and procedures.

Ability to establish and maintain effective working relationships with supervisors, subordinates, residents, other agencies, and the public.

Communicate effectively both written and orally

Ability to work independently and in a collaborative manner to meet organizational needs.

Strong time management and organizational skills.



Adaptive to changing business needs and a willingness to learn and apply new methods.

EXPERIENCE and TRAINING:

Four (4) years' experience supervising or performing tasks associated with the operation of low rent housing developments owned or operated by a public housing authority or comparable business environment.

Associates degree or equivalent.

To apply, you must submit your resume and a letter of interest via email to vinam@harrisburghousing.org