



JOB POSTING

TO: SHA Staff, Residents, and General Public
FROM: Mal Harrison, Executive Administrative Assistant
DATE: December 4, 2024
POSITION: Assistant Property Manager
CLASSIFICATION: Full-Time
OPENING DATE: December 4, 2024
CLOSING DATE: Position will be posted until desired number of applications received.
TO APPLY: Please apply on our website (<https://selmahousing.com>).

POSITION SUMMARY: The primary purpose of this position is to provide occupancy support to the Public Housing Programs. The Assistant Property Manager is responsible for assisting the Property Manager with initial eligibility, recertification, continued occupancy, and termination of assigned program participants. Duties include processing family moves, enforcing lease agreements and timely rent payments by residents, and filling vacant units within the acceptable timeframe, ensuring all housing procedures are adhered to and units are compliant with applicable regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the Authority.

1. Provides professional customer service to participants, the public, and internal staff; Responds to requests in a prompt and courteous manner; Engages participants in Authority mission.





2. Maintains a professional onsite presence and is readily available to participants during established business hours for assigned property or program.
3. Coordinates with SHA management on the development and implementation of housing standard operating procedures (SOPs), and properly implements new procedures; Presents recommendations for improved methods of operation to the Chief Operating Officer.
4. Ensures the timely and accurate calculation of rent for initial eligibility, annual and interim recertifications for the Public Housing Programs.
5. Assists in showing apartment units.
6. Advises Public Housing residents of lease violations and eviction proceedings; Interacts with counsel regarding resident evictions.
7. Assists in keeping the apartment condition and status
8. Conducts housekeeping inspections; Coordinates with Maintenance to provide services, assist with inspections, and generate inspection reports and tenant billing statements.
9. Inspects units, buildings, and grounds on a regular basis to maintain an attractive, safe, family-friendly environment; Resolves unsatisfactory conditions.
10. Prepares regular reports relating to assigned development or caseload; Maintains reports and submits to appropriate department(s).
11. Adheres to the approved budget by monitoring expenditures and takes corrective action to ensure compliance, Coordinates with Supervisor on budgetary matters.
12. Manages financial operations, including but not limited to, inventory of property designated to the assigned development or program and conciliation of rent collections, Safeguards deposits and accounts for rental receipts.
13. Reviews ledgers and adjusts; Prepares and maintains forms, records, and reports.
14. Maintains all files and records in an organized, compliant, and efficient manner.
15. Performs quality control review of tenant files; Corrects file deficiencies identified by periodic review.
16. Other related duties as assigned.





REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the general operations and procedures of a Public Housing Agency relative to the Public Housing Programs.
2. Knowledge of the purposes, policies, and regulations of the and Public Housing Programs as established by HUD or SHA.
3. Knowledge of the local, state, and federal laws governing the Public Housing Programs including Housing Quality Standards, health and fire regulations, fair housing, landlord/tenant regulations and evictions.
4. Demonstrated knowledge and ability to understand the terms, conditions, and content of the SHA's Admissions and Continued Occupancy Plan.
5. Demonstrated knowledge of business English, spelling, punctuation, and arithmetic.
6. Knowledge of modern office equipment, including copiers, desktop computers, calculators, facsimile machines, and the Authority's computer system and software.
7. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, participants, landlords, HUD, and local, state, and federal officials.
8. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
9. Ability to prepare and present ideas in English, in a clear and concise manner, both orally and in writing.
10. Ability to perform program-required computations with speed and accuracy.
11. Ability to work productively in various conditions, (i.e., noisy, high traffic areas, etc.).
12. Skilled in analyzing situations to identify problems and offer possible solutions.
13. Skilled in communicating with all types of people in a wide variety of situations.





EDUCATION AND EXPERIENCE

1. High school diploma or GED and three (3) years of experience in the administration of a Public Housing or Housing Choice Voucher Program; or any equivalent combination of education, training, and experience which, in the sole determination of SHA, constitutes the required knowledge and abilities.
2. Must be bondable.
3. Must possess a valid driving license and be insurable.
4. Ability to obtain a housing certification as deemed necessary by SHA within one (1) year of employment.

