



The Housing Authority of the City of Alexander City

2110 County Road, Alexander City, AL 35010
Telephone: (256) 329-2201 Fax: (256) 329-6535

Assistant Property Manager Opening Position

The Alexander City Housing Authority is currently accepting applications for an Assistant Property Manager to work with the Property Manager in all phases of housing development administration. The full job description and minimum requirements are attached.

Applications may be downloaded from our website at www.alexcityhousing.org. Completed applications should also include a resume and references. Fax or email applications will NOT be accepted. No phone calls. Only qualified applications will be considered. Position Open Until Filled.

Send to: Human Resources
Alexander City Housing Authority
2110 County Road
Alexander City, AL 35010

The ACHA is subject to HUD Section 3 hiring requirements; is an Equal Opportunity and "At Will" Employer; E-Verify participant; and Drug-Free Workplace. The Alexander City Housing Authority abides by the requirements of 41 CFR 60-741.5(a) which prohibits discrimination against qualified individuals on the basis of disability or protected veteran status; and Title VII of the Civil Rights Act. Pre-employment physical and drug screen required for new hires.

Reasonable accommodations may be provided as required by the ADA upon request.

Board of Commissioners: Chairman, Skipper Worthy; Vice-Chairman, Darrell T. Armour; Mark M. Tuggle; John Nolen; Frances Bowers; Executive Director, Donna K. Gabel

Email: donnagabel@alexcityhousing.org

Web Site: www.alexcityhousing.org



Alexander City Housing Authority

*2110 County Road
Alexander City, AL 35010*

POSITION DESCRIPTION

POSITION TITLE:	Assistant Property Manager	APPROVED BY:	Executive Director
DEPARTMENT:	Administration	DATE APPROVED:	11/15/2017
CLASSIFICATION:	Non-Exempt	DATE REVIEWED:	11/14/2017

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	Property Manager	POSITIONS SUPERVISED:	None
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POSITION PURPOSE

Assists the Property Manager in all phases of housing development administration as assigned, including, but not limited to: resident counseling, site inspections, implementing local departmental procedures and policies; and the use of tact and judgment and initiative in solving operational and property related problems; assists with the application process in determining eligibility, monitoring and ensuring compliance with dwelling leases agreements; assists with management of rental programs. In the absence of the Property Manager, the Assistant Manager will assume all responsibilities associated with carrying out the mission and goals of the properties.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the management of assigned housing units.**
 - a. Assists with the effective management of properties.
 - b. Maintains compliance with all funding and agency requirements.
 - c. Screens applicants and determines eligibility for housing assistance in accordance with established HUD and Housing Authority directives, policies, and procedures.
 - d. Collects all rent and other charges from residents.

- e. Promptly updates all rents, deposits, and any other monies received from residents and all other sources. Verifies that all monies received correspond with lease.
 - f. Receives and responds to tenant or applicant inquiries by phone or visit. Resolve problems, as able, and refer issues requiring field follow up to Property Manager.
 - g. Sends notices to residents and schedules conferences to be held at the ACHA Admin. Office and/or other locations.
 - h. In conjunction with the Property Manager, prepares new leases and secure tenant signatures. Prepares re-certification lease renewals, interim adjustments, and other documents.
 - i. Accurately enters and processes the utility readings in the Sensus program for both the ACHA and the Goodwater Housing Authorities.
 - j. Provides data to Administrative Assistant to accurately complete MIS data entry and updates in timely manner.
 - k. Keep legible records on each individual client. Document and report all issues to Property Manager. Maintain and update data on computer.
 - l. Recommends cases of non-compliance to Property Manager for our attorney and provide support in proceedings as necessary.
4. **Assumes responsibility for acquiring and maintaining knowledge and expertise in the use of information technology as it relates to the position, and ensuring the security and confidentiality of information.**
- a. Maintains skills and knowledge of related computer software and programs used in daily functions.
 - b. Maintains files and records in accordance with HUD regulations and Housing Authority policies & procedures.
 - c. Inputs, maintains, and assures accuracy of related information in data programs, including but not limited to, SACS, IMS/PIC, and EIV.
 - d. Ensures security and confidentiality of all information is maintained in files and on the computer.
5. **Assumes responsibility for establishing and maintaining effective communication, coordination, and working relations with assigned staff, other ACHA personnel, management, residents, and regulatory agencies.**

- a. In conjunction with the Property Manager, maintains regular communication with ROSS and FSS staff regarding pertinent changes in tenants enrolled in the ROSS or Family Self-Sufficiency programs.
 - b. Assists and supports assigned staff as needed.
 - c. Ensures requests, questions, concerns, or complaints are promptly and courteously resolved.
 - d. Ensures management is appropriately informed of area activities and of any significant problems.
 - e. Ensures compliance with all related HUD and Housing Authority directives, policies, and procedures.
6. **Assumes responsibility for related duties as required or assigned.**
- a. Prepares and submits required reports and forms and ensures the accuracy of information.
 - b. Stays informed of trends and regulatory changes in public housing.
 - c. Responsible for meeting the performance standards set forth in the Public Housing Assessment System (PHAS).
 - d. Attends Agency meetings as requested. Attends approved seminars and professional conferences. Obtains webinar trainings and re-certifications as required.
 - e. Completes special projects as assigned.
 - f. Exercises discretion and independent judgment in the performance of assigned duties and responsibilities.
 - g. Ensures work area is clean, secure, and well maintained.

PERFORMANCE MEASUREMENTS

1. Effectively maintain personal growth and development by obtaining Public Housing Management Certification within 18 months of assuming the position of Assistant Property Manager. Enhance and maintain knowledge of multifamily property management and maintenance practices through continued learning.

2. Maintain knowledge of federally subsidized housing programs and regulations, the State Residential Landlord Tenant Act, and local housing codes through continued screening of relevant codes and regulations.
3. Maintain a 98% occupancy rate by scheduling appointments with applicants on file. Establish and maintain an effective working relationship with tenants, coworkers, employees, social agencies, and interested groups to enhance applicant pool.
4. Implement a process for all rent, security deposits, and special charges to be used in collecting delinquent accounts to maintain a 1.5% or below rate for rent collection by FYE.
5. Utilize the Risk Assessment System, PIC, with assistance to target and monitor the re-certification process and maintain a reporting rate of 95 and above by HUD standards.

DECISIONS

Exercise discretion and independent judgment in departmental responsibilities. Interprets specific policies, regulations, laws, and theories, and makes recommendations to senior management of action to be taken.

MINIMUM QUALIFICATIONS

- EDUCATION:** High school degree or equivalent.
- KNOWLEDGE OF:** Public housing programs, principles of organization, administration, and budgeting.
- EXPERIENCE:** A minimum of one (1) year of related experience in multi-family property management or related administrative areas, low-income tax credits, real estate marketing, rent collections, leasing of units, execution of lease.
- SKILLS/ABILITIES:** Excellent oral and written communications abilities.
Solid interpersonal and public relations skills.
Ability to work with low-income and special needs individuals.
Effective project management abilities.
Strong computer skills in Microsoft Office and database management.
Ability to effectively operate general office equipment and computer programs.
Well organized and attentive to detail.
Ability to prepare analytical, statistical, and narrative reports.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- FINGER DEXTERITY:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- WALKING:** Especially for long distances.
- AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.
- AVERAGE VISUAL ABILITIES:** Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.
- PHYSICAL STRENGTH:** Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)
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WORKING CONDITIONS

- NONE:** No hazardous or significantly unpleasant conditions. (Such as in a typical office.)
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MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REASONING ABILITY:** Ability to deal with a variety of variables under only limited standardization.
Able to interpret various instructions.
- MATHEMATICS ABILITY:** Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.
- LANGUAGE ABILITY:** Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.
Ability to prepare memos, reports, and essays using proper punctuation, spelling, and grammar.
Ability to communicate distinctly with appropriate pauses and emphasis; correct pronunciation (or sign equivalent); and variation in word order using present, perfect, and future tenses.
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INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

This description has been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to the position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by the supervisor(s) as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

This job description is not intended as and does not create an employment contract. ACHA maintains its status as an at-will employer. ACHA reserves the right to change this job description as needed. Employees can be terminated for any reason not prohibited by law.

This job description has been reviewed with me. My signature indicates that I understand and agree to the requirements for this position and I have received a copy of this job description.

Signature _____ Date _____

Printed Name