

EMPLOYMENT OPPORTUNITY
Akron Metropolitan Housing Authority, 100 West Cedar Street, Akron, Ohio 44307

November 12, 2015

Job Title: Assistant Property Manager Float, Public Housing
Reports to: Property Manager
Department: Housing Operations
FLSA Status: Exempt
Rate: \$38,539 (Pay Grade 300)

General Purpose:

The primary purpose of this position is to assist the Property Manager with all aspects of property management for one or more housing site(s), in accordance with the Akron Metropolitan Housing Authority's ("AMHA" or "Authority") asset management model and all applicable regulations, policies and procedures. The incumbent assists with the direction and management of all day-to-day operational activities, including vacancy reduction, leasing, lease enforcement, rent collections, resident problem resolution, property appearance, maintenance, purchasing, and budget responsibility. This position is responsible for assisting the Property Manager with the supervision of assigned staff.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Conducts resident interviews, ensuring prospective residents meet Agency guidelines. Accurately verifies income information for applicants and residents according to applicable regulations. Maintains accurate paperwork. Leases apartments to new residents, including showing vacant units, calculating rents, explaining lease terms and executing lease agreements. Represents AMHA in a professional and courteous manner at all times. Monitors lease compliance by supervising resident performance through activities such as informal and formal hearings and inspections. Issues delinquent rent notices and eviction notices. Testifies on behalf of AMHA in housing court proceedings as required. Stays up-to-date on HUD guidelines and other applicable regulations.
- Assists Property Manager with all aspects of management including collections, vacant unit turns, inspections and work order processing to ensure that goals are met.
- Assists Property Manager in supervising facility personnel. Ensures that work is prioritized and appropriately assigned. Provides accurate and prompt direction and information to site personnel. Responsible for managerial duties in the absence of Property Manager.
- Promptly and courteously attends to all resident inquiries and complaints and follows through to ensure that matters have been resolved. Understands and applies basic principles of customer service.
- Conducts timely and thorough unit inspections, including move-ins, 90-day, move-out and housekeeping according to Agency schedules. Ensures that units are maintained according to Agency standards and deficiencies are corrected in a timely manner. Generates inspection scheduling letters. Schedule re-inspections as necessary. Recommends terminations where necessary according to Agency standards. Conducts thorough grounds inspections on a daily basis and ensures that deficiencies are corrected in a timely manner.

Miscellaneous

- Devotes appropriate attention to AMHA Action Plan objectives as assigned, ensuring that such goals are met or exceeded.
- Maintains a record of acceptable attendance and punctuality.
- Other duties as assigned.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the United States Department of Housing and Urban Development's regulations and property/housing management as well as general landlord/tenant and fair housing laws; knowledge of general maintenance, including preventative maintenance; knowledge of rent calculation and income verification procedures and policies; knowledge of procurement procedures and policies and budget management; ability to analyze property needs and design and implement procedures and policies; understanding of Authority strategic goals and structure; skills in multi-tasking, prioritization and problem resolution; familiarity with Authority employment policies and union agreements.

High School diploma (Associate's or Bachelor's degree preferred). Two to three years experience in subsidized housing required with prior experience in a property management setting preferred. Must have a valid Ohio driver's license and be insurable under AMHA's automobile insurance policy. Rent Calculation Specialist Certification required within one year of date of hire. Public Housing Management Certification or other equivalent property management certification is preferred.

To perform this job successfully, an individual should be competent in the usage of housing management software, database, e-mail, internet, spreadsheet and word processing software. Must be able to learn other computer software programs as required by assigned tasks.

"This is a Section 3 Covered Position and we encourage HUD recipients to apply"

To Apply

Internal applicants respond by completing an internal form (AMHA-364) to the Human Resources Department by 4:30 p.m., November 18, 2015. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word, or Microsoft Works format to personnel@akronhousing.org; or apply in person Monday through Friday from 9:00 a.m. to 3:00 p.m. AMHA job line (330) 252-9262.