



Job Description

Position: Assistant Public Housing Manager
Reports To: PH Manager
Position Type: Exempt

Program Affiliation: LRP
Salary Range: \$31,723-\$44,978
Revision Date: September 2016

Job Responsibilities:

The Asst. Public Housing Manager will be responsible for the following tasks:

- Coordinating Intake and Eligibility Activities;
- Working PIC files;
- Meeting with Residents;
- Conducting Tenant Briefings (new and re-certifications);
- Conducting Community Presentations;
- Processing and/or assisting with Rent Payments;
- Processing and/or assisting with Collections;
- Processing receipts and purchase orders;
- Processing Move-ins and Move-outs;
- Tracking of LRP vehicle maintenance;
- Closing Registers & Preparing Monthly Statements;
- Assist with preparation of Monthly Status Report and Agenda;
- Assist with LRP lease up;
- Assist with LRP case load;
- Assist with Auditing of Tenant Files & Ensuring that LRP HUD Submissions are done timely;
- Assist with preparation of Payroll;
- Processing of daily deposits;
- Oversee pest control;
- Assist with enforcing the Public Housing lease including Eviction Procedures;
- Attending Training as required;
- Other duties as assigned.

Job Qualifications:

Candidate must have a Bachelors' degree and/or equivalent education and work experience, comfortable working in a fast-paced environment with deadlines, able to read and interpret new policies and procedures, great verbal and written communication skills, good knowledge of Word, Excel, Database Software and PowerPoint. Also must have excellent customer service/people skills.

Job Required Certifications:

1. PHA Eligibility and Rent Calculation
2. PHM Certification

(Must be obtained within the first year of employment)

Benefits:

Full benefits – health, dental, vision, life insurance, paid holidays and retirement package provided.

Applications are available on the Abilene Housing Authority website at www.abileneha.org. Interested candidates can also email their resume and cover letter to amy.pugh@abileneha.org.
