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## Job Description

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

**Program Affiliation:** LRPH  
**Salary Range:** \$33,533-\$49,233  
**Revision Date:** November 2019

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### **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 and Vendors;
- 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;
- Training Permanent and/or Temporary Employees;
- Processing Move-ins and Move-outs;
- Closing Registers & Preparing Monthly Statements;
- Preparing Monthly Status Report and Agenda;
- Assisting with Annual & 5-Year Planning Process including budget and Capital Fund Spending;
- Tracking Capital Fund Spending;
- Auditing Tenant Files & Ensuring that LRPH HUD Submissions are done timely;
- Preparing Payroll;
- Oversee pest control;
- Inventory Control;
- Assist with enforcing the Public Housing lease including Eviction Procedures;
- Working with Contractors on Public Housing Projects;
- Conducting Staff Meetings;
- Attending Training as required;
- Assisting with Preparation of Special Reports and other duties as assigned;
- Supervise Maintenance Staff;
- Responsible for Coordinating REAC activity;
- Assist Procurement Department with Projects and Procurement Activity for Public Housing;
- 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. Applicant must have excellent customer service/people skills.

**Job Required Certifications:**

1. PHA Eligibility and Rent Calculation
  2. UPCS Fundamentals
  3. PHM Certification
  4. Procurement 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](http://www.abileneha.org).  
Interested candidates can also email their resume and cover letter to [tanya.charriez@abileneha.org](mailto:tanya.charriez@abileneha.org) .*

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