

ALLEGHENY COUNTY HOUSING AUTHORITY
625 STANWIX STREET, 12TH FLOOR, PITTSBURGH, PA 15222

Positions Available: ASSISTANT RESIDENTIAL PROPERTY MANAGER

Definition: This full-time, 35 hour/week position will assist Site Based Residential Property Manager(s) with the management of public housing and/or tax credit developments located in various locations throughout Allegheny County.

Overview of the Essential Job Duties:

1. Assists Residential Property Manager(s) in the supervision and coordination in the daily operations of property and maintenance staff.
2. Assist in and/or perform lease enforcement and rent collection activities and corrective legal action where necessary
3. Assist in and/or show units to eligible housing applicants
4. Assist in ensuring accurate and timely completion of annual rent re-certifications, annual unit inspections and housekeeping inspections
5. Assist in ensuring timely completion and documentation of all maintenance activities and work orders
6. Assist in managing the vacant unit turnaround process, including prioritization of units, assignment of resources, and communications on unit status with other departments
7. Assist Residential Property Manager with regular quality control and compliance reviews per HUD regulations and ACHA policies
8. Assist with the monitoring and maintenance of an annual operating budget for assigned properties
9. Assist the Residential Property Manager with the establishment and implementation of effective marketing measures to address available vacancies
10. Provide effective, affordable social services
11. Adhere to all relevant procurement policies and procedures when securing necessary supplies and equipment
12. Must be able to come to work promptly and regularly.
13. Must be able to take direction and work well with others; must be able to work under the stress of deadlines, to react to change productively and to handle other tasks as assigned.
14. Must possess and maintain a current, valid PA Drivers license and use of a personal vehicle.
15. Ability to communicate professionally, both verbally and in writing, with customers, clients, contractors and staff.
16. Ability to interact effectively with people from a broad range of social and economic backgrounds
17. Must be computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access).

Knowledge and Abilities:

- Knowledge of policies and procedures for Tax Credit properties preferred
- Knowledge and understanding of 504 regulations to ensure compliance
- Well-developed organizational and time management skills; knowledge of dispute resolution concepts
- Ability to be on-call 24 hours a day, 7 days a week

Experience & Training: High School Diploma, GED or equivalent required; college degree preferred. Experience in residential property management required, low-income and/or tax credit housing experience preferred. Familiarity with EMS public housing/HCVF software a plus.

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

An ACHA employment application must be submitted for consideration. Employment applications may be obtained at the ACHA Central Office or on the web at: <http://www.achsng.com/forms/EmploymentApplicationForm.pdf>.

**MAIL APPLICATIONS WITH RESUMES TO: ALLEGHENY COUNTY HOUSING AUTHORITY, LEGAL/HR DEPT.,
625 STANWIX STREET, 12TH FL., PITTSBURGH, PA 15222 or EMAIL to hr@achsng.com.
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