

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

Authority Positions Available: RESIDENTIAL PROPERTY MANAGER

Definition: This full-time, 35 hour/week position with the Housing Management Operations (HMO) Department is responsible for the overall management of public housing and/or tax credit developments located in various locations throughout Allegheny County.

Overview of the Essential Functions:

- Responsible for all administrative and maintenance operations, including supervision of relevant personnel
- Conduct regular quality control and compliance reviews per HUD regulations and ACHA policies
- Operate assigned properties within the constraints of the established budget
- Monitor and maintain an annual operating budget for assigned properties
- Pursue grants and other funding opportunities
- Establish effective rent collection strategies
- Maintain an accurate and compliant site-based waiting list
- Ensure accurate and timely processing of applications, lease-ups, certifications, and annual and interim recertifications
- Maintain established occupancy goals
- Establish and implement effective marketing measures to address available vacancies
- Provide effective, affordable social services
- Adhere to all relevant procurement procedures when securing necessary supplies and equipment
- Ability to be on-call 24 hours a day, 7 days a week
- Ability to communicate professionally, both verbally and in writing, with ACHA applicants, tenants, program participants and staff.
- Ability to interact effectively with people from a broad range of social and economic backgrounds
- Must be able to come to work promptly and regularly.
- 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.
- Must possess and maintain a current, valid PA Drivers license and use of a personal vehicle.
- Knowledge of policies and procedures for Tax Credit properties preferred
- Knowledge and understanding of 504 regulations to ensure compliance

Experience & Training:

High school diploma, GED, or equivalent required; college degree preferred. Demonstrated experience with residential property management, low-income, tax credit or other subsidized housing experience preferred. Must be computer literate and proficient in the use of Adobe and MS software. Familiarity with Emphasys public housing software a plus.

Salary: Negotiable

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.

Date: February 16, 2017

Frank Aggazio
Frank Aggazio, Executive Director

An ACHA employment application must be submitted for consideration. Employment applications may be obtained at the ACHA Central Office or on the web at www.achsng.com

**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**



AN EQUAL OPPORTUNITY EMPLOYER