

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

Authority Positions Available: SITE-BASED RESIDENTIAL PROPERTY MANAGER

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

Overview of the Duties:

1. Responsible for all administrative and maintenance operations, including supervision of relevant personnel
2. Conduct regular quality control and compliance reviews per HUD regulations and ACHA policies
3. Operate assigned properties within the constraints of the established budget
4. Monitor and maintain an annual operating budget for assigned properties
5. Pursue grants and other funding opportunities
6. Establish effective rent collection strategies
7. Maintain an accurate and compliant site-based waiting list
8. Ensure accurate and timely processing of applications, lease-ups, certifications, and annual and interim recertifications
9. Maintain established occupancy goals
10. Establish and implement effective marketing measures to address available vacancies
11. Provide effective, affordable social services
12. Adhere to all relevant procurement procedures when securing necessary supplies and equipment

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
- Ability to communicate with people from a broad range of social and economic backgrounds
- Knowledge of dispute resolution concepts
- Ability to be on-call 24 hours a day, 7 days a week
- Must possess a current, valid PA Drivers License and have use of a personal vehicle

Experience & Training:

High School Diploma, GED, or equivalent required; college degree preferred. Minimum three years of experience in residential property management, low-income and/or tax credit housing experience preferred. Must be computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access). Familiarity with EMS public housing/HCVF software a plus.

Salary: Based on Experience

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 www.achsng.com

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY, LEGAL DEPARTMENT, 625 STANWIX STREET, 12TH FL., PITTSBURGH, PA 15222 or EMAILED TO hr@achsng.com

AN EQUAL OPPORTUNITY EMPLOYER