

ALLEGHENY COUNTY HOUSING AUTHORITY
301 CHARTIERS AVE, MCKEES ROCKS, PA 15136

Authority Position Available: ASSISTANT PROPERTY MANAGER

Date Posted: November 2, 2021

Purpose: This full-time, 35 hour/week position is responsible for assisting the Residential Property Manager (RPM) in the operations of the overall management of public housing/tax credit developments at various locations throughout Allegheny County.

Essential Job Functions

1. Assist in reaching and maintaining established management goals and objectives, and evaluating tools to measure performance
2. Assure all duties relative to housing, leasing, record keeping, and other related responsibilities, remain in compliance with all applicable local, state, and federal laws, rules, ordinances, and regulations.
3. Participate in conducting regular quality control and compliance reviews around HUD regulations and programs
4. Work with the RPM within the established budget while also demonstrating high levels of communications with financial personnel in Central administrative office
5. Assist with monitoring and maintaining an annual operating budget for assigned properties
6. Assist RPM with resources to the extent that the property is maintained at all times in good physical condition with stable fiscal operation
7. Assist in aggressively establishing and pursuing effective rent collection strategies
8. Assist with maintaining occupancy level per property as per goals established by HUD via completing marketing plans, advertising strategies, and ensure that techniques and methods to maintain leasing goals are used effectively
9. Ensure accurate and timely processing of applications, lease-ups, certifications, and annual or interim recertifications
10. Maintain established occupancy goals
11. Assist in establishing and implementing effective marketing measures to address available vacancies
12. Conduct physical inspections of the properties as often as demands require (walk the sites)
13. Assist with maintaining courteous behaviors and continuous communication with employees, residents, applicants, and ACHA vendors
14. Assists RPM in the timely completion and documentation of maintenance charges and work orders
15. Perform other related duties as assigned

Knowledge, Skills and Abilities

1. The employee can be depended on to report to work at the scheduled time and is seldom absent from work.
2. Employee can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
3. The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Authority.
4. The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Authority.
5. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships
6. Hard working, well organized, highly motivated, creative and personable.
7. Ability to communicate with people from a broad range of social and economic backgrounds
8. Familiarity with dispute resolution concepts.
9. Must be computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access).
10. Must be able to take direction and work well with others; must be able to work under the stress of deadlines, to respond to change productively and to handle other tasks as assigned
11. Familiarity with Emphasys public housing/HCVP software a plus.

Required Education/ Experience

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 possess and maintain a current, valid PA Driver's License, and use of a personal vehicle.

SALARY: \$35,500

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.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136 OR EMAILED TO: jhoover@achsng.com

AN EQUAL OPPORTUNITY EMPLOYER