

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

Authority Position Available: SPECIAL PROJECT COORDINATOR

Date Posted: June 9, 2022

Purpose

This full-time, 35 hours/week position will assist with site based Supervisory Management Staff with managing waiting list (s), determining eligibility, and leasing in Low Income public Housing (LIPH) and tax credit. Also, responsible for training HMO Management Staff on Public Housing and/or Tax Credit Developments on day to day operational procedures and HUD/LIHTC policies and procedures.

Essential Job Functions

1. Establish leasing goals and objectives, and evaluating tools to measure performance
2. Creating and updating Standard Operational Procedures for the HMO Department
3. Manage Direct Debit Payment Plan (DDP) on a daily and/or weekly basis. This includes adding and removing residents from DDP
4. Conduct regular quality control and compliance reviews application files, information entered into computer system, and system against waiting lists names and prepare reports
5. Managing all LIPH applications received via internet, mail, or walk ins at the Central office
6. Managing and purging waiting lists when requested
7. Train HMO staff members on the waiting list (entering applications and preferences)
8. Setting appointments to meet with applicants and/or determine eligibility
9. Assist managers with Operational Procedures (Eligibility, Certifications, and Procurement) for Low Income Public Housing
10. Submit criminal background Investigation and check Megan's Law Website
11. Train HMO Staff on Leasing Procedures
12. Train HMO staff on ACHA's EmPHAsys computer software
13. Work closely with Facilities Managers regarding unit turnaround
14. Document all activities and outcomes
15. Complete daily work sheet accounting for hours
16. Complete special projects as assigned
17. Assist HMO directors of the revision of the Annual and 5-yr Agency Plan

Required Knowledge and Abilities:

- Hard working, well organized, highly motivated, creative and personable
- Ability to communicate with people from a broad range of social and economic backgrounds
- Familiarity with dispute resolution concepts
- A current, valid PA Driver's License
- Use of a vehicle on a daily basis
- Public Housing Manager and Tax Credit certifications preferred

Required Education/ Experience

High School Diploma or equivalent degree, required. College degree, preferred. A minimum of five-years experience in Low Income Public Housing, required. Experience with tax credit developments, desired. Candidate must be computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access). Experience working with public and or affordable housing software is a plus. Must have and maintain a valid PA driver's license and use of a personal vehicle.

Salary: Negotiable

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review and must be fully vaccinated against COVID-19 upon date of hire 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: jrobin@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER