



POSITION OPENING:

Assistant Resident Services Manager: Assistant Housing Manager

Salary:

\$27.60 - \$39.19

Department:

Resident Services

Accountable To:

Resident Services Manager

All applicants must submit a PHA employment application by:

Internally – January 15, 2018

Externally – January 22, 2018

POSITION SUMMARY: Incumbents are responsible for performing property management duties to include lease enforcement, and maintaining all required records and reports.

ESSENTIAL DUTIES INCLUDE:

- Perform property management activities such as explain rent calculations, sign leases, perform inspections on units and grounds, respond to changes in household income, and initiate resident transfers.
- Maximize resident awareness of and compliance with regulations, lease obligations, rules and procedures.
- Resolve conflicts among residents, and between residents and neighboring property owners, service providers, and staff.
- Coordinate with other divisions within Resident Services and other departments within the PHA to achieve PHA goals and PHAS standards, participate in interdepartmental work groups, major renovations, and resident councils.
- Maintain compliance with PHA, HUD and Fair Housing regulations.
- Reduce rental income loss and maximize occupancy by re-renting vacant units as quickly as possible, conduct vacate inspections, and promptly conduct lease signing with new residents.
- Maximize PHA operating income through collection efforts and implementation of HUD regulations regarding rent and other charges to include: complete interim rent re-determinations in a timely manner, document actions to resolve rent collection problems, negotiate repayment agreements with residents, and provide information and initial collection efforts for vacating residents.
- Assume responsibility for the Housing Unit in the absence of the Manager.
- Must travel to various PHA sites and other locations that are required by the nature of the work.

REQUIRED QUALIFICATIONS: BA degree in Housing, Public Administration, Business Administration or four years of vocational and advanced vocational education in a relevant field, and one year of relevant experience at the B Band level or above in housing, real estate management or related field. Additional relevant experience can substitute for the required education on a year-for-year basis.

PREFERRED QUALIFICATIONS: A relevant graduate degree, and two years or more of relevant experience at the B Band level or above, along with some supervisory or lead worker experience is preferred, but not required. Demonstrated experience working with ethnically, culturally and economically diverse populations.

KNOWLEDGE:

- Property management practices;
- HUD rules and regulations;
- Laws governing rental property and tenants' rights;
- Various community organizations and support services;
- Federal and State laws regarding reasonable accommodations of disabilities and EEO requirements;
- Cultural differences.

SKILLS:

- Enforcing lease agreements;
- Providing customer service to a wide variety of residents;
- Resolving problems and negotiating solutions;
- Responding to emergencies;
- Working with community groups and maintaining effective public relations;
- Using a variety of office equipment such as copiers, fax machines, calculators and VCR's;
- Using computers and related software applications;
- Dispute resolution;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, community organizations, etc. sufficient to exchange or convey information and to receive work direction.

LICENSING REQUIREMENTS: Must have a valid driver's license and a vehicle available for work.

Testing will be administered to finalists at least two weeks after closing date.

The individual hired must successfully complete a criminal history background check.

For an application and a complete Class Specification please go to www.stpha.org or call Human Resources at 651-298-5664, fax 651-228-3139.

Apply on-line at www.stpha.org

Submit completed application to:

**Public Housing Agency
555 N. Wabasha Street, Suite 400
St. Paul, MN 55102.**

The PHA is an equal opportunity/affirmative action employer
Section 3 applies