# HOUSING AUTHORITY OF SAVANNAH 1407 WHEATON STREET SAVANNAH, GA 31404

**CLOSING DATE:** Until position is filled

TITLE: ASSISTANT ASSET MANAGER

**SALARY:** \$35,953.60

**TO APPLY:** SUBMIT APPLICATIONS TO: HUMAN RESOURCES OFFICE

1407 WHEATON STREET SAVANNAH, GEORGIA 31404

ALL APPLICATIONS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO AGE, COLOR, HANDICAP, NATIONAL ORIGIN, RACE, RELIGION OR GENDER

# **POSITION SUMMARY:**

The employee in this position is responsible for complex administrative work requiring management and counseling skills. Responsibilities include assisting the Housing Manager in all phases of neighborhood management and the making of decisions requiring knowledge of HAS and HUD rules and regulations as well as Low-income Housing Tax Credits(LIHTC). The employee in this position is also responsible for the preparation of required neighborhood records and reports, performing site inspections, assistance in counseling residents on Housing Authority rules and assuming assigned duties without assistance. Work is reviewed primarily through reports and evaluations of results obtained.

# **ESSENTIAL JOB FUNCTIONS:**

- 1. Assist Asset Manager in ensuring at least "standard" performance under HUD's assessment system indicator.
- Carrying out the work of the property in a manner that complies with all applicable Federal State
  and local laws, regulations, and PHA policies and procedures related to applicable laws,
  regulations and codes. Recommend improved operating policies and procedures, including
  submitting sample wording for such improvements.
- 3. Maintaining the financial health of the property, including responsibilities for the monitoring of income (subsidies) and expenses. Participate in the budget process. Counsels with residents about individual family needs, rent paying habits, behavioral concerns, etc.; may consult with supervisor in assisting residents with problems.
- 4. Directing, controlling, monitoring and evaluating the performance of all other site staff in compliance with the Personnel Policy.
- 5. Assists in gathering data and documenting files prior to grievance hearings; keeps supervisor informed of complaints which may lead to future grievances.
- 6. Working with residents to ensure that they receive accurate and timely information, opportunities for input, fair hearings on problems, and support for their ideas and activities, including Enforcing the lease firmly and fairly on all residents Acting as an advocate for residents with education, employment, health, or other non-housing service agencies Maintains records on all residents served; prepares reports as required. Performs on-site inspections including inspection of apartment at time of move-in and move-out; fills out necessary forms to effect changes; identifies and refers repairs needed.
- 7. Taking part in the capital planning and redevelopment process.
- 8. Assists in the implementation and administration of programs and services recommended by Resident Services.

- 9. Supervising day-to-day maintenance of the property Maintaining adequate systems for resident safety and security.
- 10. Assists Neighborhood Resident Association in planning activities and addressing matters of interest to the residents.
- 11. Coordinating with admissions staff to ensure prompt leasing of ready units.
- 12. Assumes duties of Housing Manager in their absence.
- 13. Submitting monthly and annual reports to the Asset Manager covering such areas lease terminations, vacancies, personnel issues, financial management, and compliance issues.
- 14. Performs related work as required.

#### REQUIRED KNOWLEDGE AND ABILITIES:

- 1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
- 2. Thorough knowledge of the rules, regulations, and administrative procedures of the Housing Authority of Savannah.
- 3. Considerable knowledge of the federal and state laws and city ordinances governing housing, including health and fire regulations, landlord and resident relationships, leasing of property and eviction.
- 4. Knowledge of business English, spelling, and arithmetic.
- 5. Knowledge of the principles of office management and procedures.
- 6. Knowledge of HAS and HUD rules and regulations that apply to neighborhood management.
- 7. Knowledge and skill in the operation of modern office equipment including typewriters, copiers, personal computers, calculators, facsimile machines, etc.
- 8. Knowledge of computer operations, software, and hardware.
- 9. Ability to understand and follow written and oral instructions.
- 10. Ability to learn interviewing skills.
- 11. Ability to acquire managerial skills necessary to analyze and establish priorities for needs and problems.
- 12. Ability to maintain moderately complex reports and to complete data and prepare accurate and concise reports.
- 13. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
- 14. Ability to understand and act upon policies, regulations, and procedures as set forth in HUD regulations.
- 15. Ability to meet and deal courteously and tactfully with the general public and present ideas and recommendations effectively.
- 16. Ability to conduct an interview with prospective residents and to prepare clear and concise oral and written reports.
- 17. Ability to establish and maintain effective working relationships with subordinates, supervisors, residents, and the general public.

# PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc. Must be able to work, stoop, kneel, crawl, push, pull, move, or carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads, etc. Must be able to maneuver around sites and access all units.

# MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE:

Graduation from an accredited high school with two years of college or business school with course work in management or related field with one to two years of experience in public contact work; or an equivalent combination and experience which meets the required knowledge and abilities.

# **SPECIAL REQUIREMENTS:**

- 1. Possession of a valid driver's license.
- 2. Able to be covered under the Housing Authority's fidelity bond.