

HOUSING AUTHORITY OF THE COUNTY OF ARMSTRONG
PROPERTY MANAGER
VACANCY

POSTING DATE:

CLOSING DATE:

September 22, 2017

October 5, 2017

**THE PROVISIONS OF COLLECTIVE BARGAINING
DO APPLY IN THE FILLING OF THIS POSITION**

VACANCY:

<u>Job Title:</u>	Property Manager (Housing)
<u>Class:</u>	L0141
<u>Annual Salary Range:</u>	\$39,312
<u>Location:</u>	Two Remote Site Offices: 100 North Grant Avenue, Kittanning, PA 16201 301 South McKean Street, Kittanning, PA 16201
<u>Type Employment:</u>	Full-Time, Regular Complement
<u>Work Hours:</u>	37½ Hours per Week/7½ Hours per Day 8:30 a.m. – 4:00 p.m.

DUTIES: See Attached Position Description

RECRUITMENT METHOD(S):

Applicants must meet one (or more) of the following methods to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY:

1. Meet the minimum experience and training required for the job: three (3) years experience in supervising or performing tasks associated with the management of multifamily residential subsidized or affordable housing communities, property owned, or programs administered by a public housing agency or comparable (low-income) property management agency; or, one (1) year as an Assistance Property Manager or Assistant Section 8 Coordinator; or, two (2) years as a Management Aide.
2. Be a resident of Pennsylvania.
3. To be considered for promotion without examination, applicants must have or have had regular civil service status in one of the next lower classifications.

SELECTION CRITERIA FOR PROMOTION WITHOUT EXAMINATION:

1. Meritorious Service will be defined as: (a) the absence of any discipline above the level of a written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory” or “fails to meet standards”.
2. Seniority will be defined as a minimum of one (1) year in the next lower class by the closing date of the posting.

HOW TO APPLY:

A completed Application for Employment/Promotion, Form SCSC-1 detailing functional work experience and signature on the attached Statement of Interest. The application material must be received or postmarked no later than 4:00 p.m. on October 5, 2017 to be accepted. Send completed application to:

Housing Authority of the County of Armstrong
ATTN: Marty Sutton, Executive Director
350 South Jefferson Street
Kittanning, PA 16201

To obtain additional information about this vacancy posting, please call 724.548.7671, extension 216.

This posting will be removed no later than 4:00 p.m. on October 5, 2017.

Essential Duties and Responsibilities include the following:

Manage and operate housing community/communities as assigned, according to policies and regulations set forth by HUD and the Housing Authority.

Accept telephone inquiries regarding housing and residents therein.

Advise Tenant Selection Department of move ins, move outs and transfers; prepares all notices and correspondence regarding such actions.

Prepares and maintains all records and residents accounts for admission, terminations and transfers.

Collect rents, security deposits and other monies; calculate security deposit interest on a quarterly basis; prepare and deliver bank deposits; maintain petty cash receipts; request and maintain supply of postage stamps on an as needed basis and follow collection policy as set forth on delinquent accounts.

Schedule and conduct annual recertifications and interims by preparing notices, verifying household composition, income, assets, medical and calculating rent changes on reported information. Access HUD on-line reporting systems as required (EIV, TRACS, PIC, etc.)

Balance and submit monthly, all resident information per computer input (i.e. rent collections, adjustments, maintenance charges, terminations and transfers).

Instruct residents on care of units; enforce all policies and lease regulations; investigate and remedy resident complaints and lease violations and execute evictions when necessary.

Conduct systematic inspections of grounds and special housekeeping inspections; prepare and file necessary reports and forward copies to appropriate personnel (i.e. Maintenance Superintendents, Inspector, Occupancy Department, etc.) as required.

Schedule and conduct resident meetings with management and maintenance personnel and submit reports; participate with resident organizations and advise residents of methods and principles of social and recreational needs.

This position requires basic computer knowledge of Windows-based software, such as Microsoft Word and Excel; the ability to utilize mobile data equipment; and the ability to learn specific software programs for housing inspections.

May be required to use personal vehicle to travel between sites and/or conduct other Housing Authority business deemed necessary.

Assignments are made by set guidelines as prepared by the Executive Director in accordance with HUD regulations. Work is reviewed by the Occupancy Director and supervision is through written and oral communication.

