

**HOUSING AUTHORITY OF THE COUNTY OF ARMSTRONG
MANAGEMENT AIDE
VACANCY**

POSTING DATE:

CLOSING DATE:

May 2, 2019

May 15, 2019

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

<u>VACANCY:</u>	<u>Job Title:</u>	Management Aide
	<u>Class:</u>	L0139
	<u>Annual Salary Range:</u>	\$31,923 - \$37,557
	<u>Location:</u>	350 South Jefferson Street Kittanning, PA 16201
	<u>Type Employment:</u>	Full-Time, Regular Complement
	<u>Work Hours:</u>	37 ½ Hours per Week/7 ½ 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: one (1) year of experience in performing tasks associated with the management of multi-family communities, or properties owned or programs administered by a public housing authority; or one (1) year of comparable (low income) business or professional employment; or any equivalent combination of experience and training.
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.

The above application material must be received or postmarked no later than 4:00 p.m. on May 15, 2019 to be accepted. Send completed application materials to:

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

To obtain additional information, please call 724 548.7671, extension 216.

Essential Duties and Responsibilities include, but are not limited to, the following.

This employee is responsible for intake, processing, review, rating and maintenance of housing applications via computerized software.

This position also conducts applicant interviews; verifies application information; calculates rents; conducts screening to determine eligibility.

The employee maintains waiting and transfer lists; vacancy logs, and other statistical reports. Works closely with maintenance department and property managers in leasing vacancies. Conducts an annual wait list purge. Receives visits and phone calls from applicants regarding the application process and program rules.

The employee may show units to applicants and assist Property Managers with various duties as needed. Cover the front reception office as needed.

Establish and maintain effective professional working relationships with all department heads and the general public is an integral part of this job. The employee must possess good multi-tasking skills and be willing to work independently while maintaining a high level of accuracy.

Performs other related work tasks as directed by supervisor.

This position answers directly to the Occupancy Director.

Performs other related work tasks as directed by supervisor.