HOUSING AUTHORITY OF THE COUNTY OF ARMSTRONG
PROPERTY MANAGER
VACANCY

POSTING DATE: July 6, 2020
CLOSING DATE: July 17, 2020

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

VACANCY: Property Manager (Public Housing)
Annual Salary Range: $41,262
Location: 280 South McKean Street, Kittanning, PA 16201
Type Employment: Full-Time
Work Hours: 37½ Hours per Week / 7½ Hours per Day
8:30 a.m. – 4:00 p.m.

DUTIES: See Attached Position Description

RECRUITMENT METHOD(S):
The following recruitment methods may be used for filling this vacancy:

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

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 detailing functional work experience. The application material must be received or postmarked no later than 4:00 p.m. on July 17, 2020 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
Email: msutton@hacarmstrong.org

Employment applications may be downloaded at www.hacarmstrong.org.

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

This posting will be closed on July 17, 2020 at 4:00 p.m.
**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.

Advise Tenant Selection Department of move ins, move outs and transfers; prepares all notices and correspondence regarding such actions. Accept telephone inquiries regarding housing and from residents.

Prepares and maintains all records and resident 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.

Attends staff meetings and training sessions as required. Performs any and all other job-related duties as deemed necessary.

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 operations.

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

This job description is not intended to be all inclusive and may require the performance of other related duties/tasks to meet ongoing operational needs.

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.