

Search for Req #: 167369BR - Assistant Housing Manager - Richmond VA

JOB DESCRIPTION:

HIRING RANGE: \$42,000 - \$48,000

Closing Date: Open Until Filled

This position is responsible for the performance of various duties related to the management of a housing development. Sample duties include, but are not limited to, the following:

- Assists the Property Manager in the performance of all duties necessary to effectively and efficiently manage the housing development.
- Conducts resident occupancy activities, including leasing/vacates, accessible unit demands, transfers, file audits, rent collection, data entry, and analysis.
- Establishes and maintains residents account information using a computerized database to input and update information as appropriate.
- Computes, adjusts, and monitors rent payments and assists with legal actions to effect rent collection.
- Assists in gathering and preparing documentation for evictions, grievance hearings, and court hearings concerning residents.
- Conducts property inspections, move-in, move-out, housekeeping, and grounds; notes deficiencies, prepares reports and takes appropriate follow-up measures to correct the problem.
- Follows-up on lease violations, health and safety, home visits, welfare checks, building, grounds or yard checks.
- Informs residents of compliance requirements to maintain housing.
- Counsels and/or refers residents to internal and external services and centers.
- Assists in monitoring property performance and compliance with goals, regulatory agreements, and property budgets.
- Prepares reports, letters, notices, and other correspondence.
- Assists in training property management administrative support staff.
- Promotes neighborhood stability by implementing and supporting initiatives to encourage and develop responsible community members.
- Attends community member and organization meetings as required.

SUPERVISORY RESPONSIBILITIES:

This position will not supervise other associates.

EDUCATION and/or EXPERIENCE

- Two years of college level course work in business, property management, social services, public administration or related field; or any equivalent combination of education and experience.
- Two or more years of experience in residential property management.
- Experience using Microsoft Office applications to develop and present information.

Preferred Qualifications:

- One or more years of public housing management experience.
- Certification as a Public Housing Manager (PHM) or the ability to obtain within one year of hire date.
- Work experience and proficiency using YARDI or other property management software.