



# Alexander City Housing Authority

*Serving Needs & Providing Opportunities*

## **VACANCY ANNOUNCEMENT** **Assistant Property Manager** **Alexander City Housing Authority**

2110 County Road  
Alexander City, AL 35010  
\$32,632 (\$15.69/hr.) - \$35,651(\$17.14/hr.)

### **Summary of Job Duties**

Assists the Property Manager in all phases of housing development administration as assigned, including, but not limited to: resident counseling, site inspections, implementing local departmental procedures and policies; and the use of tact and judgment and initiative in solving operational and property related problems; assists with the application process in determining eligibility, monitoring and ensuring compliance with dwelling leases agreements; assists with management of rental programs. In the absence of the Property Manager, the Assistant Manager will assume all responsibilities associated with carrying out the mission and goals of the property.

### **Minimum Qualifications**

High School Diploma or GED equivalent and a minimum of one (1) year of related experience in multi-family property management or related administrative areas, low-income tax credits, real estate marketing, rent collections, leasing of units, execution of lease. An equivalent combination of education and experience may be considered. Must possess a valid state issued driver's license and be insurable under the Authority's plan.

### **How to Apply**

Interested individuals visit our website for more info and apply online.

[www.alexcityhousing.org](http://www.alexcityhousing.org)

Announced: April 1, 2024

Closing: April 15, 2024 Application review will begin immediately



# Alexander City Housing Authority

2110 County Road  
Alexander City, AL 35010

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## POSITION DESCRIPTION

Position Title:	<i>Assistant Property Manager</i>	Department:	<i>Public Housing</i>
Reports to:	<i>Program Manager</i>	Approved By:	<i>Executive Director</i>
FLSA Status:	<i>Non-Exempt</i>	Approved Date:	<i>09/28/2022</i>

### Position Summary

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### Essential Duties and Responsibilities

The statements contained here reflects general duties as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements

- Ensures compliance with all related HUD and Housing Authority directives, policies, and procedures.
- Assists with the effective management of properties.
- Screens applicants and determines eligibility for housing assistance in accordance with established HUD and Housing Authority directives, policies, and procedures.
- Collects all rent and other charges from residents.
- Promptly updates all rents, deposits, and any other monies received from residents and all other sources. Verifies that all monies received correspond with the lease.
- Receives and responds to tenant or applicant inquiries by phone or visit. Resolve problems, as able, and refer issues requiring field follow up to Property Manager.
- Sends notices to residents and schedules conferences to be held at the ACHA Admin. Office and/or other locations.
- Prepares re-certification lease renewals, interim adjustments, prepares new leases and secure tenant signatures and other documents.
- Accurately enters and processes the utility readings in the Sensus program. Enters utility readings for Goodwater Housing Authorities when needed.
- Provides data to Intake Support Specialist to accurately complete MIS data entry and updates in timely manner.
- Recommends cases of non-compliance to Property Manager for our attorney and provide support in proceedings as necessary.
- Maintains skills and knowledge of related computer software and programs used in daily functions.
- Inputs, maintains, and assures accuracy of related information in data programs, including but not limited to, SACS, IMS/PIC, and EIV.

- In conjunction with the Property Manager, maintains regular communication with ROSS and FSS staff regarding pertinent changes in tenants enrolled in the ROSS or Family Self-Sufficiency programs.
  - Ensures requests, questions, concerns, or complaints are promptly and courteously resolved.
  - Ensures management is appropriately informed of area activities and of any significant problems.
  - Assumes responsibility for related duties as required or assigned.
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## **Behavioral Competencies**

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.

Reliability & Judgment: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed

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**Education and/or Experience**

High School Diploma or GED equivalent and a minimum of one (1) year of related experience in multi-family property management or related administrative areas, low-income tax credits, real estate marketing, rent collections, leasing of units, execution of lease. An equivalent combination of education and experience may be considered. Must possess a valid state issued driver's license and be insurable under the Authority's plan.

**Technical Skills**

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must possess accurate data entry and typing skills. Must have the ability to learn other computer software programs as required by assigned tasks.

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**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

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**Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment: The noise level in the work environment is usually moderate.

**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist ACHA in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

*This job description has been reviewed by me. My signature indicates that I understand and agree to the requirements for this position, and I have received a copy of this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name