

THE HOUSING AUTHORITY OF MARICOPA COUNTY

INTERNAL POSTING

Job Title:	Assistant Property Manager
Location Address:	1103 North 6 th Street Avondale, AZ 85323
Conditions of Employment:	Regular, classified, nonexempt position
Hiring Salary:	\$14.89 to \$18.61 per hour
Closing Date:	February 22, 2012, 5:00 p.m.

The Housing Authority of Maricopa County is seeking an assistant property manager. Under the supervision of the property manager, this position is responsible for assisting with various duties relative to housing occupancy, rent determination and collection, resident relations, and office procedures for the Housing Authority's developments.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

Primary Duties: Collects rents and prepares documentation; conducts briefings with applicants in preparation for leasing units; secondary agent in eviction proceedings; coordinates maintenance repairs and leasing to assure workable relations between management and maintenance; conducts annual HQS inspections and housekeeping inspections to assure proper physical condition of units and properties; issues work orders for needed repairs; conducts daily site inspections and issues lease violations, yard notices and noting compliance with re-inspections; submits reports; responsible for tenant file accuracy and completeness; files interim review of tenant status changes and adjusts rent accordingly; maintains communication with Area Property Manager regarding issues of tenant problems, tenant organizations, and community concerns; attends staff meetings, tenant group meetings and training sessions, attends inter-agency meetings; conducts research concerning special problems; provides assistance and training and offers recommendations regarding staff issues; addresses inquiries from the general public making referrals to the appropriate department or agency.

Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Preferred Knowledge and Skills:

Knowledge of HUD regulations and requirements; administration of Public Housing programs, maintenance and operations; ability to establish and maintain effective working relationships with public officials, social service agencies, and the general public; courteous, personable, tactful and able to communicate effectively and sensitively with all levels of staff and the public, including people of different social, economic, and ethnic backgrounds; ability to enforce policies, rules, and regulations; ability to work

independently with minimal amount of supervision; ability to perform complex math calculations and have excellent typing skills.

Education, Experience, Certifications and License

- High School diploma or GED equivalent AND two (2) year's experience in Public Housing property management and/or operations, or any equivalent combination of education, training, and experience.
- Public Housing Manager Certification or ability to obtain certification within one year of hire.
- Proficiency in Microsoft Office applications including Word, Excel, Outlook, as well as Internet Explorer.
- Valid Arizona Driver's license required.

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a drug screen and background check for new employees.

Applicants must be truthful and accurate and avoid providing inconsistent information, incorrect dates, partial or incomplete information when completing the application and any supplemental documents. Falsifying or omitting information during any stage of the selection process may make you ineligible for consideration or continued HAMC employment.

Work Environment

Physical Ability: Some tasks involve some physical effort, for example, some standing and walking, or frequent light lifting (2-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop of office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

Sensory Requirements: Some tasks may require color perception and discrimination.

Filing Process

Your completed online application or faxed resume, noting desired position, must be submitted prior to midnight on the identified recruitment closing date, if any.

If you need assistance completing your application, please visit the Human Resources Department located at Suite 201, 2024 N. 7th Street, Phoenix, AZ 85006-2145.

Equal Employment Opportunity

It is the policy of the Housing Authority of Maricopa County ("HAMC") not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer.

The HAMC Human Resources Department provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact HAMC Human Resources at 602-744-4500 if you believe you may require assistance.