

 **JOB ANNOUNCEMENT**

 **Eligibility: Pueblo Housing Authority Employees**

**and Qualified Public**

**(Reposting)**

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**June 17, 2020**

**The Housing Authority of the City of Pueblo has an opening for the position of Assistant Property Manager. This is a full-time position with an hourly salary of $21.660. Please review the attached job description and qualifications carefully before completing an application.**

**If you have any questions regarding this position, please contact Deb Dagnillo in the Human Resources Department.**

**Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, or Mineral Palace Office, 1414 N. Santa Fe Ave, between 8:00 a.m. and 4:30 p.m. and will be accepted by HR until 4:30 p.m., Friday, June 26, 2020.**

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**HOUSING AUTHORITY OF THE CITY OF PUEBLO**

**Date: 5/20 (Revised)**

**Title: Public Housing Assistant Property Manager**

**General Purpose**

Assists in management of Public Housing units owned and operated by Housing Authority of the City of Pueblo, while consistently providing residents, vendors and employees with the highest quality of service and support. May perform other duties as requested by supervisor.

 **Essential Duties and Responsibilities**

* In absence of Property Manager, may complete Property Manager duties.
* May review resident files.
* Manages resident lease compliance including resident complaints, lease violations, housekeeping, yard maintenance, criminal activity, etc.
* Documents resident files on complaints and disturbances, including all contact between resident. Council’s resident(s), issues lease violations, and recommends residents for eviction proceedings when necessary. May appear and testify in court when needed.
* Prepares and mails/hand delivers a variety of notices including late notices, pest control notices, inspection notices, eviction notices, etc.
* Conducts a variety of inspections including move-in and move-out inspections, UPCS inspections, special compliance inspections, building and grounds inspections, drive-by inspections, and 90-day inspections to ensure residents are adhering to Uniform Physical Condition Standards (UPCS) and HACP Housekeeping & Yard Maintenance Procedures. Assists with Reac inspections.
* Shows units to prospective resident(s). Hosts initial orientation meeting for resident(s).
* Recommends policy, procedure and organization and personnel improvements.
* Recommends capital and physical improvements.
* Provides Property Manager with information about possible trouble areas and problems.
* Assists tenants who may need Reasonable Accommodations or Violence Against Women Assistance (VAWA).
* Works closely with maintenance department to ensure units are being maintained at minimum housing standards.
* May approve vacant units for initial occupancy.
* Enters various resident charges including maintenance charges, reverted utility charges, move-out charges, etc.
* May complete various administrative tasks including data entry, monthly rent roll, filing, updating resident information, and answering phones.
* Closes out work orders by inputting into computer.
* May be required to be on-call in the event the Property Manager is absent.

**Education, Training and Experience**

* College degree in Business, Finance, Public Administration of Social Sciences or equivalent work experience.
* Minimum of 2 years of experience in property management, preferably with low-income/Public Housing properties.
* Public Housing Manager Certification required or ability to obtain within twelve months of employment.
* Tax Credit Certification required or ability to obtain within twelve months of employment.

**Knowledge and Qualifications**

* Computer proficiency in MS Office.
* Strong financial and analytical skills.
* Ability to work both independently and as part of a team.
* Strong organizational skills and attention to detail.
* Excellent customer service skills.
* Ability to process work quickly accurately and with changing priorities.
* Excellent written and verbal communications skills.
* Familiarity with local, state, and federal laws governing property management.
* Familiarity with HUD Regulations, and HACP policies and procedures.
* Valid Colorado driver's license and eligibility for coverage under HACP fleet auto insurance is required.

**Materials and Equipment Used**

Standard office materials and equipment

**Supervisory Responsibilities**

Employee does not have any supervisory responsibilities

**Working Environment and Physical Responsibilities**

Employee’s work is a combination of in-office and off-site situations. May involve some physical exertion, such as kneeling, crouching or lifting files and records and eye strain from working with computers and other office equipment while in the office. May also involve physical exertion during property and yard inspections. Must be able to lift to 35 pounds.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.*