



## **JOB ANNOUNCEMENT**

**Eligibility: Pueblo Housing Authority Employees  
and Qualified Public**

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**March 4, 2021**

The Housing Authority of the City of Pueblo has an opening for the position of Housing Management Technician. This is a full-time position with an hourly salary of \$18.625. 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 our Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m. or on our website at [www.hapueblo.org](http://www.hapueblo.org) Applications will be accepted by HR until 4:30 p.m. Monday, March 15, 2021.

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# HOUSING AUTHORITY OF THE CITY OF PUEBLO

Date: 1/19 (Revised)

## Job Title: Housing Management Technician

### General Purpose

Performs clerical work of routine difficulty and assists in the continued occupancy of HUD and Non-HUD properties while consistently providing residents and employees with the highest quality of service and support. Performs other duties as requested by supervisor.

### Essential Duties and Responsibilities

- Schedules and completes annual re-certifications for all assigned households.
- Schedules and completes interim adjustments for assigned households as needed.
- Collects rent and inputs payments into computer for all assigned properties and prepares deposit reports. May deposit checks in bank.
- Builds and maintains hard copy and computerized resident files. Updates as needed.
- Assists with office coverage including front desk reception, walk-in traffic, etc.
- May assist with explanation of charges on rent statements to residents as needed.
- May assist residents with minor complaints.
- Ensures reporting to HUD and Non-HUD entities. Corrects errors in PIC, WCMS and MINC as needed.
- Monitors and enforces required community service per HUD regulations.
- Prepares leases, office correspondence, notices and reports.
- Routinely checks HUD systems and runs reports as needed.
- Manages resident lease compliance including minor resident complaints, income reporting, community service, fraud, etc. Issues lease violations as needed.
- Prepares evictions for Property Manager when necessary. Appears and testifies in court when needed.
- Prepares and mails a variety of notices including monthly statements, scheduled appointment letters, follow up letters, etc.
- May complete various administrative tasks including data entry, monthly rent roll, filing, updating resident information, and answering phones.
- Completes special inspections.
- Processes and closes work orders, including resident charges.
- Works with Service Coordinators at Senior Buildings as needed.
- Other duties may be assigned as needed.

### Education, Training and Experience

- High School Diploma
- College degree in business, finance, marketing, or related field preferred.
- Minimum of 2 years of experience preferred.
- Computer proficiency in MS Office.

## **Knowledge and Qualifications**

- 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.
- Bilingual skills preferred.
- Ability to process work quickly accurately and with changing priorities.
- Excellent written and verbal communications skills.
- Knowledge of local, state, and federal laws governing property management.
- Familiarity with HUD and Non-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.
- May be provided with company cell phone.
- May be assigned a company provided vehicle.

## **Supervisory Responsibilities**

- Employee does not have any supervisory responsibilities.

## **Working Environment and Physical Responsibilities**

The employee's work involves both indoor and off-site situations. Indoor work involves sitting for extended periods in an office environment with frequent exposure to distractions and interruptions. May involve some physical exertion, such as kneeling, crouching or lifting files and records and eye strain from working with computers. Off-site work may involve physical exertion during various tasks including property inspections which includes climbing stairs and accessing attics and basements.

*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.*