



EMPLOYMENT OPPORTUNITY

Job Title:	Assistant Property Manager Norton
Location Address:	551 W. Norton Street Avondale, AZ. 85323
Salary:	Starting at \$39,900.00/year DOE
Conditions of Employment:	This is a full-time, exempt, and unclassified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Assistant Property Manager. 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.

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.

Representative summary of important and essential job functions

Summary: *Under general supervision of the Property Manager, assists in all phases of property management and maintenance of a mixed finance, low-income housing property in compliance with HAMC policies and standards, federal and state laws; assists residents and responds to requests for information within the scope of authority.*

Essential Job Functions *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs tasks related to leasing, including showing apartments to prospective tenants, conducting move-in and move-out inspections, transfers, preparing leases for execution by Manager, issuing keys, and providing the tenant with an orientation session.
- Assists the Manager in enforcing the HAMC rent collection policy and monitoring non-payment eviction actions.
- Performs lease enforcement activities as assigned. Conducts inspections, holds tenant conferences, gathers documentation, and performs all other tasks related to addressing lease violations. Assists in monitoring all for cause eviction cases.
- Responds to routine resident questions and inquiries regarding HAMC policies and practices; accepts complaints from tenants regarding maintenance and other services; attempts to resolve problems, seeking guidance and approval from the Manager when appropriate or when policy requires; attends resident meetings and other meetings as necessary; assures effective communication of tenant issues and community concerns.
- Completes annual applicable housing programs, tax credits, public housing and Section 8 annual, rental assistance demonstration (RAD), and interim re-certifications properly and according to schedules and pertinent regulations; verifies resident eligibility data and occupancy information, and calculates rent in accordance with program guidelines; reviews resident information and calculations with tenants and assures effective communication of changes.

- Enforces the requirements of the lease; investigates and mediates complaints and disruptive situations; monitors resident and guest vehicles on property.
- Assists in the inspection of grounds and buildings daily to assure they are kept in a safe, sanitary and decent manner; checks property and grounds for compliance to regulations and standards; reports safety conditions and security issues.
- Inputs rent and other resident status changes into the computer system; assists with rent collections as needed; updates and maintains resident database.
- Maintains all office files in accordance with Housing requirements; maintains file integrity and confidentiality by adhering to policies and procedures.
- Performs clerical and administrative duties, and prepares reports and correspondence as assigned. Responds to emergencies at sites during non-business hours when requested to do so.
- Explains nature of HAMC programs, procedures, and services to clients; maintains absolute confidentiality of work-related issues, client records and HAMC information.
- Supports the relationship between HAMC and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and HAMC staff.
- Promotes the Executive Director's priorities for the operations of HAMC.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of HAMC policies and procedures.
- Knowledge of subsidized housing programs.
- Knowledge of basic principles of record keeping and records management.
- Knowledge of basic math calculations (Addition, Subtraction, Multiplication, and Division)
- Skills in assessing, reviewing, updating, and maintaining files, reports, and documentation.
- Skill in data entry with high levels of accuracy and productivity.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in effectively communicating verbal and written instructions.
- Skill in investigating and analyzing sensitive issues and complaints.
- Ability to use sound judgment.
- Ability to take initiative in assuming new assignments.
- Demonstrates good tenant relations skills.
- Proficient computer skills, including Microsoft Office products including Word, Excel, Outlook

Education, Experience, Certifications and Licenses:

- High School Diploma or GED certificate required and two (2) years' experience in administration required, preferably in the field of housing/subsidized housing management. Some college preferred. Other combinations of demonstrated experience, training and education may be considered in substitution of the minimum qualifications. Bi-lingual English/Spanish language skills preferred.
- Tax Credit Compliance Certification or ability to obtain within one year of hire.
- Valid State of Arizona Driver's license required.

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

Work Environment

- **Environmental Factors:** Work is performed primarily in an office environment with some property inspection work performed outdoors.
- **Equipment and Tools:** *Standard equipment includes personal computers and office equipment.*

Filing Process

As part of the job application process your completed [online](http://www.maricopahousing.org) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.