



Gary Housing Authority

Position Description

Position Title:	Assistant Property Manager	Department:	Property Management
Reports to:	Property Manager	Approved By:	Executive Director/ CEO
FLSA Status:	Exempt	Approved Date:	9/2022

Position Summary

This employee is assigned to an Asset Management Property (AMP), and under the direction of the Property Manager works in the general administration of the property to perform all related secretarial/clerical functions as requested by the Property Manager. This employee is responsible for collecting rent payments and other charges from residents; performing receptionist functions; preparing all active and inactive files of housing resident's accounts; processing leasing applications; acting on behalf of the Property Manager in their absence and assisting the Property Manager in overseeing the operations of the AMP, maintenance, and security of the property.

Essential Duties and Responsibilities

1. Maintains a professional image and attitude in keeping the objectives of the Authority and residents' welfare.
2. Prepares and maintains complete resident files.
3. Maintains general office files.
4. Assists in advertising preparation.
5. Types letters and memos.
6. Assists in showing units and screening applicants.
7. Helps in scheduling vacant units for refurbishing and occupancy.
8. Assists with the maintenance work order system and in following purchase order procedures.
9. Helps in certifying residents' income.
10. Assists in maintaining the required computer postings.
11. Prepares late notices and notices to pay rent.
12. Orders office supplies within established budgeted guideline.
13. Maintains tickler files for annual unit inspections.
14. Helps in keeping the unit condition and status chart up to date.
15. Assists in annual unit inspection process and REAC inspection preparations.
16. Types and/or maintains weekly and monthly reports.
17. Collects rents and prepares receipts.
18. Assists in adherence to the policies and procedures manuals.
19. Works with the manager regarding legal proceedings.



Gary Housing Authority

Position Description

20. Assists in maintaining all required inventories for project supplies and equipment.
21. Maintains records of rental levels of comparable units in surrounding areas.
22. Performs other related duties as required.

Knowledge, Skills and Abilities

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA) and HUD.
2. Knowledge of the purposes, policies, and regulations of the Authority.
3. Knowledge of the local, state, and federal laws governing public housing programs including resident selection, leasing of property and evictions.
4. Knowledge of the rules and regulations governing the public housing management.
5. Knowledge of local, state, and federal community social services and funding sources.
6. Knowledge of social trends and economic conditions and their application to overall community service programs, and knowledge of the sources and availability of information relating to social services with the ability to secure the confidence and cooperation of other public agencies.
7. Knowledge of report preparation techniques and procedures.
8. Ability to use basic office equipment such as telephone, fax, copier and computer.
9. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Authority and HUD.
10. Ability to plan, organize, and develop a wide variety of operational and management programs and procedures, and supervise staff.
11. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
12. Must possess good communication skills.
13. Ability to assist in planning, promoting, and evaluating housing and housing-related programs.
14. Ability to prepare and present ideas in a clear and concise manner, both orally and in writing.
15. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials.
16. Ability to communicate with people from a broad range of socio-economic backgrounds.
17. Ability to work in less-than-ideal conditions, e.g., noise, high traffic areas, etc.
18. Ability to maintain an appearance of calmness or composure in dealing with unsatisfied or angry individuals or associates.



Gary Housing Authority

Position Description

Education, Experience and Requirements

1. High school diploma or G.E.D. equivalent.
2. At least four (4) years of experience providing office management, and/or administrative support at the management or executive level in the areas of property management, real estate or a related field.
3. Any equivalent combination of education, training and experience which provides the required knowledge and abilities.

Special Requirements

1. Level of manual dexterity sufficient to allow for operation of typewriter, computer keyboard, telephone, fax machine, calculator, etc.
2. Ability to move, handle, or lift small objects around desk area, e.g. files, computer printouts, reports, calculator, office supplies, etc.
3. Ability to physically access all types of dwelling units.
4. Able to be bonded.
5. Possession of a valid motor vehicle operator's license.

This position description in no way states or implies that these are the only job duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficient & timely. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

**Those interested in applying should submit a letter of interest and a resume to:
Wcook@garyhousing.org**