

# HOUSING AUTHORITY OF COLUMBUS, GEORGIA

## Position Description

<b>Position Title:</b> <b>Assistant Chief of Property Management</b>	<b>FLSA Status:</b> <b>Exempt</b>
<b>Reports To:</b> <b>Chief of Property Management</b>	<b>Department/Level:</b> <b>Operations</b>
<b>Salary Grade:</b> <b>24</b>	<b>Last Updated:</b> <b>October 5, 2022</b>

### POSITION OVERVIEW

Responsible to the Chief of Property Management for the efficient and effective operation of the Authority's Housing property management operations including rent collection, lease enforcement, resident re-certifications, resident services, grievances, and other related activities. Directs and supervises these activities in accordance with internal policies, procedures and HUD guidelines and requirements. Proactively directs and engages housing staff to ensure properties under management exceed both internal and external goals and objectives. Oversees work activities, monitors workflow, and evaluates work products, methods, and procedures. Must be able to carry out responsibilities and resolve issues in the absence of the Chief of Property Management.

### DUTIES AND RESPONSIBILITIES

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

The following duties and responsibilities should be accomplished by assisting the Chief of Property Management.

1. Supervises Managers at various developments as directed by the Chief of Property Management.
2. Ensures the Authority's policies and procedures as well as HUD requirements and guidelines are being observed in the day-to-day activities of housing management functions.
3. Oversees the management and day-to-day operations of the contracted Housing Authorities.

4. Oversees the management and day-to-day operations of the Authority's housing enterprises including mixed-income, affordable market-rate, LIHTC, HOME, PBRA and PHA and RAD housing communities.
5. Conducts meetings with the Housing Managers for on-going training and communications expectations.
6. Represents the Authority in court concerning evictions for non-payment of rent and provides the Authority's attorney with information concerning all other evictions. Serves as a witness on behalf of the Authority when necessary.
7. Directs all neighborhood property operations including supervision of Housing Managers in the occupancy, rent collection, maintenance, and administrative functions. As needed, serves as liaison with local government officials and Commissioners in place of the Chief of Property Management.
8. Holds informal hearings with residents concerning grievances. Prepares Hearing Officer List for formal hearings when necessary.
9. Performs frequent site visits and inspections. Discusses items which need to be addressed with appropriate Housing Manager.
10. Conducts weekly and/or monthly staff meetings. Coordinates and provides training classes when necessary.
11. Assists with in-home visits on an as- needed basis.
12. Ensures that the duties and responsibilities of subordinates are clearly defined and accurately reflected in position descriptions for all jobs within the Property Operations Department.
13. Recommends to the Chief of Property Management any major changes in the form, size, and methods of operations to meet changing conditions and requirements.
14. Ensures staff is kept abreast of all pertinent Housing Authority and HUD policies and regulations.
15. Provides recommendations to the Chief of Property Management for employment, training promotion, dismissal, and appraisal of staff performance.
16. Prepares reports and presentations for residents, staff, Chief of Property Management and Board of Commissioners when necessary.
17. Assists in preparing annual property budgets for presentation to the Chief of Property Management.
18. Prepares responses for investor, syndicator. Works to resolve through State of Georgia DCA.
19. Performs related duties on an as-needed basis.

## **REQUIRED KNOWLEDGE AND ABILITIES**

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners.
3. Knowledge of the local, state, and federal laws governing public and other subsidized housing programs including health and fire regulations, landlord/tenant regulations, leasing of property and evictions.
4. Knowledge of property management techniques and operations at the federal, state, and local levels in both the public and private sectors, including familiarity with mixed-finance housing and the low-income housing tax credit program.
5. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.
6. Ability to prepare, administer and monitor annual budgets.
7. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
8. Ability to plan, organize, and develop a wide variety of operational and management programs and procedures.
9. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
10. Ability to orient other workers and to explain organizational policies, rules, regulations, and procedures.
11. Ability to evaluate performance of subordinates accurately, correct deficiencies, guide, replace, and assign personnel.
12. Ability to write program narratives, budgets, statistical and other supporting data and the ability to develop policy and procedure manuals for various programs.
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; ability to communicate with people from a broad range of socio-economic backgrounds.
16. Ability to become familiar with the Affirmative Fair Housing Market plan for the assigned properties.

**MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE**

Graduation from an accredited four-year college or university with major course of work in Business, Public Administration, or related field, with more than six years' experience in public housing and/or private property management, and three to five years of supervisory experience; or any equivalent combination of education, training, and experience to meet the required knowledge and abilities. Tax Credit Certification and Certified Property Management (CPM) designation is highly desired.

**PHYSICAL REQUIREMENTS**

Level of manual dexterity sufficient to allow for operation of a company vehicle, keyboard, telephone, facsimile machine, calculator, etc. Ability to move, handle, or lift small objects around desk area, e.g. files, computer printouts, reports, calculator, pencils, legal pads, etc.

**SPECIAL REQUIREMENTS**

1. Possession of a valid driver's license.
2. Able to be covered under the Housing Authority's fidelity bond.