

ASSISTANT PROPERTY MANAGER

Housing Authority of the City of Lanett, Alabama

P.O. Box 465
506 1st Street, Lanett, AL 36863
Phone 334-644-5330
Fax 334-644-6468

POSITION DESCRIPTION

“ASSISTANT PROPERTY MANAGER”

Date Revised: September 26, 2024

Dated Approved: September 26, 2024

NORMAL HOURS

- 1) (Monday through Thursday) 8:00 a.m. until 6:00 p.m. (1 hour Lunch)
- 2) (Friday) 8:00 a.m. – 12:00 Noon

Employment Status: Full-Time

HOURLY: \$21 to 23.08

Department: Administrative Department

DIRECT REPORT: Senior Property Manager

POSITION SUMMARY: Provide assistance and clerical support to the Property Manager in the day-to-day operation of assigned Property. Collect and record rent and other charges and assist with evictions. Receive, generate, and complete work orders. Assist the Property Manager in Conducting Continued Occupancy Certification by Anniversary Dates. Conduct inspections to ensure compliance with all applicable housing rules and regulations.

ESSENTIAL FUNCTIONS:

- Answer the telephone, greet individuals entering the administrative office, determine the nature of each visit, and assist individuals by referring them to the proper employee.
- Provide individuals with applications for admission and provide general instructions on filling out all forms and documents as needed. Accept completed applications from the prospective Tenant.
- Show apartments to prospective Tenants as directed by the Property Manager.
- Assist the Property Manager in leasing all apartments.
- Prepare Dwelling Leases and Lease Addendum.
- Maintains all records about move-in accounts.

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- Provide Tenants with Intent-To-Vacate Notices.
- Open the safe and remove all cash boxes daily.
- Collect payments for rent, maintenance charges, security deposits, collection losses, excess utility charges, late fees, etc.

PLEASE TAKE NOTE OF THE FOLLOWING TASKS:

- Follow up on delinquent accounts and pursue collection according to established policies. Counsel tenants and find an acceptable payment method for all delinquent amounts. (Documentation is mandatory).
- Inform the Executive Director or Assistant Director of severely delinquent accounts.
- Prepare daily bank deposits.
- Mail accounts payable checks.
- Maintain the Rent Roll by adding and moving out tenants.
- Maintain tenant files and related documents regarding occupancy and continued occupancy.
- Post-rent adjustments, interim changes, and other charges.
- Generate work orders in response to tenants' requests for repairs. Complete and file all work orders as needed.
- Post charges associated with work orders, transfer fees, etc., by entering them into the computer and notifying the tenant through written correspondence.
- Download excess utility consumptions into the computer.
- Prepare a Collection-Loss Sheet for the Board of Commissioners to charge off move-out accounts in March and September of each fiscal year.
- Charge off all bad debts twice yearly and ensure all accounts are turned over to Small Claims Court or an approved Adjustment Agency.
- Communicate with tenants about policies, procedures, rules, and regulations.
- Assist in coordinating vacant apartment preparations to minimize the time units are vacant.
- Assist in maintaining an accurate Waiting List.
- Conduct property inspections, including move-in, move-out, housekeeping, and ground maintenance.
- Calculate move-out charges and prepare close-out paperwork.
- Assist the Property Manager in conducting Annual Re-Certifications by Anniversary Date.
- Maintain records of Community Service Requirements.
- Assist with eviction procedures.
- Counsel tenants who are not complying with the terms of their dwelling lease and delinquent payments.
- Refer tenants with special needs, such as economic, social, health, etc., to agencies that assist.
- Resolve conflicts and complaints among tenants to avoid grievances.
- Make appointments and arrange conferences and meetings.
- Prepare official 14-day notices and supporting documents for all delinquent payers.
- Work with the maintenance supervisor to keep the maintenance shop inventory supplies on hand in balance.
- Prepare inspection door knockers as needed.
- Discuss inspection results with tenants as needed.
- Enter all inspection work orders for repairs (HUD, REAC, Annual, Special) into the computer.
- Re-inspect any unit that does not meet the Uniform Physical Condition Standards.
- Periodically clean out the work order and move out files for additional space.
- File complete worker charge letters and other correspondence as needed.
- Work with the accountant to balance the T.A.R. at the end of each month.
- Close out the Authority's books at the end of each fiscal year.

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- Attend and participate in various meetings related to Housing Authority business during and after business hours.
 - Attend workshops and seminars to learn new HUD rules and regulations for improved job performance.
 - Assist the Property Manager in balancing the Authority's inventory (ranges, refrigerator, office equipment, etc.).
- Type forms, correspondence, statements, etc., as needed.
- Oversee the renting out of each Community Center (inspect after each use).
- Perform other duties as assigned by the Executive Director or their assignee.

REQUIRED KNOWLEDGE SKILLS & ABILITIES:

- Knowledge of Authority policies and procedures
- Knowledge of HUD rules, regulations, and policies retaining to Property Management such as Fair Housing, OSHS, and local Building Codes.
- Knowledge of basic office procedures and equipment.
- Knowledge of basic English to communicate orally and in writing.
- Knowledge of mathematics is sufficient to perform calculations required in rent, computation, collection, rent adjustments, and making deposits.
- Knowledge of overseeing property inventory.
- Ability to read and understand policies and guidelines
- Ability to prepare accurate reports and make recommendations as needed.
- Ability to use essential office equipment such as telephone, typewriter, facsimile, copier, and computer.
- Ability to efficiently generate records, receipts, and reports using the calculator and computer.
- Ability to establish and maintain effective working relationships with peers, Tenants, Community Agencies, and the General Public.

EDUCATION AND EXPERIENCE:

- Graduation from a standard high school.
- Experience communicating with the general public, handling large sums of money, and making deposits.
- Equivalent combination of education and experience.
- 1 or 2 years Previous experience with Property Manager

SPECIAL REQUIREMENTS:

1. Must possess a State of Alabama driver's license and maintain a good driving record.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening and criminal background check.
4. Must work with the highest degree of confidentiality.
5. Must be Bondable and Insurable

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ESSENTIAL PHYSICAL DEMANDS:

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to meet basic bodily needs. While performing the duties of this Job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms, talk or hear, see and inspect, and bend. The employee must lift and move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here represent those encountered by employees while performing the essential functions of this job in a public housing authority.

I have received a copy of this job description and affirm that I can satisfactorily perform each Essential Job Function, possess Essential Knowledge, Skills, Abilities, Education, and Experience, and meet the **Essential Physical Demands** of the **Work Environment**.

The Lanett Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities. The qualifications listed above are guidelines; other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Lanett Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or person. Management reserves the right to add, delete, or modify all these description provisions without notice at any time as needed. This job description supersedes earlier versions.

Application Process: Applications are available on the authority's website at lanetthousing.com under "New Employment Opportunity Available." To apply by mail, submit an application or resume and cover letter to:

Lanett Housing Authority, P.O. Box 465, Lanett, AL 36863, submit an application in person at the Lanett Housing Authority Administrative Office located at 506 1st St, Lanett, AL 36863, or submit by email at Lanetthousing@gmail.com.