



JOB ANNOUNCEMENT

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

December 27, 2021

The Housing Authority of the City of Pueblo has an opening for an energetic, self-motivated, and enthusiastic individual to fill the position of Assistant Property Manager. This is a full-time position with an hourly salary of \$23.076 (\$47,998/yr.). 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 the 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.

Job posting will remain open until the position is filled.

HOUSING AUTHORITY OF THE CITY OF PUEBLO

Date: 4/17

Title: Public Housing Assistant Property Manager

General Purpose

Assists in management of 400-500 Public Housing units owned and operated by Housing Authority of the City of Pueblo, while consistently providing residents, vendors and employees with the highest quality of service and support. May perform other duties as requested by supervisor.

Essential Duties and Responsibilities

- In absence of Property Manager, completes Property Manager duties.
- May assist as needed to supervise, train, evaluate and counsel Housing Management Technician(s).
- Ensures resident recertification's and interim adjustments are completed timely and accurately by reviewing 10% of files.
- Manages resident lease compliance including resident complaints, lease violations, housekeeping, yard maintenance, criminal activity, etc.
- Documents resident files on complaints and disturbances, including all contact between resident. Council's resident(s), issues lease violations, and recommends residents for eviction proceedings when necessary. Appear and testify in court when needed.
- Prepares and mails/hand delivers a variety of notices including late notices, pest control notices, inspection notices, and eviction notices, etc.
- Conducts a variety of inspections including move-in and move-out inspections, UPCS inspections, special compliance inspections, building and grounds inspections, drive-by inspections, and 90-day inspections to ensure residents are adhering to Uniform Physical Condition Standards (UPCS) and HACP Housekeeping & Yard Maintenance Procedures.
- Shows units to prospective resident(s). Hosts initial orientation meeting for resident(s).
- Recommends policy, procedure and organization and personnel improvements.
- Recommends capital and physical improvements.
- Provides Property Manager with information about possible trouble areas and problems.
- May approve vacant units for initial occupancy.
- Enters various resident charges including maintenance charges, reverted utility charges, move-out charges, etc.
- May complete various administrative tasks including data entry, monthly rent roll, filing, updating resident information, and answering phones.

Education, Training and Experience

- Four-year degree in Business, Finance, Marketing, or related field or a combination of education and experience.
- Minimum of 2 years of experience in property management, preferably with low-income/Public Housing properties.
- Computer proficiency in MS Office.
- Public Housing Manager Certification required or ability to obtain within 6 months of employment.

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.
- Ability to process work quickly accurately and with changing priorities.
- Excellent written and verbal communications skills.
- Familiarity with local, state, and federal laws governing property management.
- Familiarity with HUD Regulations, and HACCP policies and procedures.
- Valid Colorado driver's license and eligibility for coverage under HACCP fleet auto insurance.

Materials and Equipment Used

Standard office materials and equipment

Supervisory Responsibilities

Employee does not have any supervisory responsibilities

Working Environment and Physical Responsibilities

The employee's work is a combination of in-office and off-site situations. May involve physical exertion during inspections including climbing stairs and ladders, accessing attics and basements and examining plumbing, electrical, heating and air conditioning systems. Travel may be required and may involve adverse weather and road conditions.

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.