

JOB POSTING

Housing Manager

Erie Metropolitan Housing Authority (Erie MHA) seeks a qualified Housing Manager. Responsibilities include: tenant screening, leasing, rent calculation, inspection, administrative functions, physical & financial condition of assigned properties, and other case management assignments. This position provides accounting and clerical support to Accounting Department and Sandusky MHA staff; acts as receptionist and administers the work order system at Sandusky MHA; Organizational skills, computer proficiency and typing speed (45 wpm) are important. Must be able to lift 45 lbs. Must have excellent communication skills. Completion of high school education or equivalency – some secondary education preferred. One (1) year of accounting/financial experience, and general office; or equivalent. Public Housing and Property Management experience preferred. Experience with HUD programs is desirable. Must be bondable, insurable and have a valid Ohio vehicle operator's license. Pre-employment physical and drug screening required. This is a full-time (40 hours per week; M -F) / non-bargaining unit position with benefits package. **Working Location:** Sandusky MHA, Fremont, OH. Submit resume with cover letter to **ATTN: Executive Director; EMHA; 322 Warren Street; Sandusky, OH 44870** or by fax to (419) 621-4254, or email to mbeier@eriemetrohousing.org. Resumes will be accepted until **4:00 PM on Wednesday, June 23, 2021**. Visit www.eriemetrohousing.org for job posting/description. No phone calls. EOE.

ERIE METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Public Housing	Position Title:	Housing Manager
Dept./Div.:	Sandusky MHA	Employment Status:	Full-Time
Reports To:	Executive Director	FLSA Status:	Nonexempt
Probation:	120 Days	Bargaining Unit:	Exempt

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under the supervision of the Executive Director, the Housing Manager is responsible for the quality of life as well as the physical and financial condition of the assigned properties. Responsibilities include: tenant screening, leasing, rent calculation, inspection, administrative functions, physical & financial condition of assigned properties, and other case management assignments. This position provides accounting and clerical support to Accounting Department and Sandusky MHA staff; acts as receptionist and administers the work order system at Sandusky MHA.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. Acceptable qualifications for this position are:

Completion of high school education or equivalency – some secondary education preferred. One (1) year of accounting/financial experience, and general office or equivalent. Prior experience in property management and public housing experience is preferred. Experience with HUD programs is desirable.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Driver's License and insurability.

Ability to obtain certifications in housing regulations including eligibility, rent calculation, and occupancy within appropriate timeframes established by the housing authority.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Determine eligibility and conduct briefing sessions for program applicants.
2. Conduct unit inspections for tenancy move-ins, move-outs, and housekeeping concerns.
3. Be responsible for accurate and appropriate completion of the HUD-50058 form.
 - a. Collect third-party data for rent determinations and enter on the computer.
 - b. Schedule and conduct annual re-certifications and interim re-certifications.
 - c. Determine continued eligibility, unit size, utility allowance, and security deposit.
4. Preparation, execution and enforcement of the Lease Contract.
5. Be thoroughly knowledgeable of Sandusky Metropolitan Housing Authority's Admissions and Continued Occupancy Policy (ACOP) and able to execute the policies appropriately.
6. Maintain tenant files and keep up-to-date records.

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7. Participate in ensuring at least “standard” performance under HUD’s assessment system indicators for property physical condition, financial condition, management performance and resident satisfaction.
8. Participate in ensuring compliance with applicable Federal, State, and local laws, regulation and Sandusky MHA policies and procedures related to civil and disability rights, fair labor standards, procurement, fair housing, and rental integrity programs.
9. Coordination of housing managed for the Sandusky County Board of Developmental Disabilities (SCBDD).
10. Assists the Finance Department and Sandusky MHA staff with completion of daily duties by providing administrative support such as reception, banking, filing, computing, archiving, typing, generating reports, effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
11. Ensures accurate and timely preparation of work.
12. Demonstrates regular and predictable attendance.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties.

Knowledge of: Standard office and accounting practices, arithmetic principles, and office etiquette.

Skill in: Operation of personal computer; operation of 10 key calculator; problem analysis, utilization of computer applications (e.g. spreadsheets, word processing); and written and oral communications.

Ability to: Collect, analyze, and interpret data; prepare and maintain accurate documentation; type at least forty-five (45) words per minute; lift fifty (50 lbs.) pounds; maintain confidentiality; write clearly and legibly; manage multiple work assignments; follow verbal and/or written instructions; communicate effectively; develop and maintain effective working relationships with co-workers, supervisors, other professionals, residents, and the general public; work independently without continuous supervision.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Personal computer and software, printer, copy machine, fax machine, calculator/adding machine, and other standard office equipment.

WORKING HOURS: 8:00AM -4:30PM, Monday – Friday, (40 hours per week)

WORKING LOCATION: Sandusky MHA Office in Fremont, OH.

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SALARY: Probationary Rate: \$12.00/hour Non-Probationary: \$13.33/hour

CONDITIONAL APPOINTMENT: This position is to be made available during the term of a contract for services with Sandusky Metropolitan Housing Authority. Should said contract be terminated by Sandusky Metropolitan Housing Authority or Erie Metropolitan Housing Authority, the Housing Manager position will also cease to be employed by Erie Metropolitan Housing Authority.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)