

**ENTERPRISE HOUSING AUTHORITY
POSITION DESCRIPTION**

Public Housing Manager

JOB INFORMATION:

Under the supervision of the Executive Director is responsible for the day-to-day operations of the Public Housing Program and various office functions as assigned. Responsible for studying and understanding EHA Policies and Procedures necessary to carry out job functions and have a general understanding of other EHA programs. Responsible for maintaining knowledge of HUD regulations as they relate to this program. Must be able to travel for training and educational programs to enhance job performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs and participates in the daily activities involved in interviewing applicants, accepting and processing applications, and investigating applicants. Assigning applicants to waiting list, rejecting applications, selecting tenants to fill vacancies and lease units including conducting unit inspections in compliance with EHA policy and procedure.
2. Responsible for maintaining all tenant files, verify income and deductions, calculate rent, complete re-certifications in a timely manner, inspect occupied PH property according to HUD and EHA criteria. Provide reports and other information required to the ED and HUD. Make deposits and handle other financial functions as assigned, close monthly tenant accounting records and complete monthly reports for review by the ED. Handles transfer and Reasonable Accommodation requests by tenants, investigates for justification and recommends action to the Executive Director. In addition, all other functions required to efficiently manage the Public Housing Program.
3. Coordinates with the maintenance department to process work orders, deliver preventative maintenance on units, and turnover vacant units.
4. Works with the Maintenance and other staff to order equipment and supplies and prepares and coordinates payment of bills through the Accounts Payable system with the ED.
5. Accept rent and supervise daily functions of front counter. Handle tenant complaints/problems. Responsible for all tenant accounting records, assigning charges to tenants and verifying correct charges applied to and collected from tenants.
6. Responsible for routine actions and file documentation regarding processing evictions and coordinating with the Executive Director to process the eviction through the court system.
7. Responsible for court ordered collection of debts according to EHA policy when necessary.
8. Coordinate with the ED to provide resident programs, social and educational, publish newsletters for residents and other related tenant activities.
9. Recommends to the Executive Director changes in the forms, procedures, and methods used by the public housing program to meet changing conditions and requirements.

10. Provide assistance to other staff as needed and performs other related assignments as required.

SUPERVISORY RESPONSIBILITIES:

Supervises clerical work related to PH files; coordinates with the Maintenance Department related to maintaining PH units; reports to the Executive Director and maintains external relationships with tenants, general public making in-person or telephone inquiries, HUD personnel, and other persons doing business with the HA. This position is non-exempt from federal wage and an hour law which means that employees are entitled to appropriate overtime pay under the Fair Labor Standards Act.

QUALIFICATIONS:

College graduate preferred with some specialization in business or real estate, computer literate with some administrative experience in business or public housing or property management, or any equivalent combination of training and development that provide the necessary knowledge and ability. Must be insurable under the HA automobile insurance policy and maintain a valid State of Alabama driver's license, pass initial drug/alcohol screening and be subject to random screening thereafter.

Salary Grade: Grade 14 (\$32,598 – \$55,496)