



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY
ANNOUNCEMENT
PVA #14-17A**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 06/12/17

Deadline: 06/30/17

**Assistant Property Manager
HOUSING**

**Salary: \$30,106.64 per year
Status: Full-Time Regular Position**

GENERAL DEFINITION OF WORK:

Performs difficult skilled administrative support work providing assistance to the Property Manager in the daily operations of assigned property, collecting rent, generating work orders, assisting residents, conducting annual re-examinations, performing property inspections, preparing and maintaining files, records, and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Property Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Serves as point of contact for residents, applicants, and the general public; answers phones, greets applicants, tenants, and visitors; assists and/or refers tenants based on concerns and problems; assists citizens with the completion of applications and verifies information for accuracy and completeness.

Schedules annual and interim certifications and re-certifications; verifies income; enters information into computer system to calculate rent.

Collects rent and other charges from residents and enters corresponding data into computer system;

posts charges associated with work, late charges, etc., and generates notices for residents; processes requests for rent adjustments; follows up on delinquent accounts and pursues collections.

Investigates tenant complaints including grounds, buildings, units, pets, appliances, vehicles, etc.; takes appropriate action to resolve identified issues.

Assists with eviction process and prepares supporting documentation; prepares and delivers court documents; attends court as needed.

Assists with leasing housing units; coordinates move-ins and move-outs; communicates with residents as needed to inform of policies, procedures, rules, and regulations.

Conducts property inspections including move-in, move-out, housekeeping, and grounds in order to ensure adherence to established standards and observing for damages or needed repairs.

Oversees maintenance operations and staff; assigns work orders; closes work orders upon completion; oversees the scheduling and completion of the preventative maintenance; assigns and participates in maintaining property curb appeal.

Orders and maintains supply inventory; processes purchase requests and approves payments.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public housing management principles and practices; thorough knowledge of the laws, ordinances, rules, and regulations pertaining to a public housing agency; general knowledge of the principles of modern office procedures, systems, and equipment; general knowledge of the policies, procedures, and activities of the department; general knowledge of the Federal guidelines governing public housing; thorough knowledge of modern bookkeeping/accounting practices and money handling; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to maintain high standards of accuracy in exercising duties; ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with a minimum of supervision and instruction; ability to work independently on responsible and confidential assignments and administrative tasks; ability to make arithmetical computation quickly and accurately; ability to meet with tenants and to discuss problems and complaints; ability to interpret and implement government policies and regulations; ability to communicate and present ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates, tenants, consultants, contractors, City staff, courts, and the general public.

EDUCATION AND EXPERIENCE: Associates/Technical degree with coursework in business administration, sociology, real estate, or related field and moderate experience in rental housing preferably in public housing, or equivalent combination of education and experience.

WORKING CONDITIONS:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain Public Housing Rent Calculation certification, Residential Manager accreditation, Fair Housing certification, and Low Income Housing Tax Credit certification within six months of hire;

Complete AMP Budget training within six months;

Valid driver's license in the Commonwealth of Virginia