



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

Assistant Affordable Housing Manager

Reports To: Director of Affordable Housing Operations

Department: Affordable Housing Operations

Starting Salary: \$17.00 - \$24.00/hr (Annual \$35,360 - \$49,920), plus excellent fringe benefits

Pay Range: C

Position Summary: This position is responsible for assisting the managers of CHA's housing site. Duties include unit leasing and enforcement, rent collection, property inspection and management, budgeting, inventory, and maintenance supervision. Maintain effective landlord-tenant relationships with residents. This position requires excellent computer and clerical skills and basic knowledge of federal regulations relating to admissions, and continued occupancy for the housing programs.

Partial Listing of Minimal Qualifications: High school diploma or equivalent. Minimum two years' experience in business/public administration, general or property management, preferably low-income housing management. Must have a valid Missouri vehicle operator's license, be bondable and insurable, be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops, and able to obtain and maintain a bank account for direct deposit of payroll. Must pass a pre-employment background check and drug screen.

**Complete position description attached.
Contact CHA's front desk for an employment application.**

For ADA accommodation to apply please call
(573) 443-2556, ext.1120 - TTY users call (800)735-2966

**The Housing Authority of the City of Columbia, Missouri
is an equal opportunity employer**



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Assistant Affordable Housing Manager

Summary of Position: This position is responsible for assisting the manager of a CHA's housing site. Duties include leasing of units, periodic inspection of units, collection of rents, annual recertifications, lease enforcement, property inspections maintaining effective landlord-tenant relationships with residents. This position requires basic knowledge of federal regulations relating to admissions and continued occupancy for the public housing program.

Major Duties and Responsibilities Include:

Assists management with unit leasing, including resident orientation and collection of appropriate security deposits.

Coordinates unit move-in, move-out, annual, special housekeeping, and yard and property inspections with Maintenance staff.

Collects and receipts rent and other payments.

Monitors the tenant accounts receivables (TARS) and takes appropriate action including mailing billing notices, preparing repayment agreements, and initiates non-payment termination of tenancy notices.

Enforces lease provisions through resident counseling and written warning letters, maintains appropriate documentation in resident files and forwards-initiated termination of tenancy notices and unlawful detainer suits to the Housing Manager.

Assists with meeting the goals and objectives as indicated by the CHA's Annual and Five-Year Plans.

Assists with preparation and review of monthly reports on aged receivables, TARs, security deposits, and the rent-roll.

Maintains a unit vacancy and unit turnaround report to track efforts associated with these activities for HUD performance assessment system.

Attends monthly Tenant Association meetings and the Housing Manager Staff Meetings at the Housing Managers' request.

Maintains necessary files and documentation required by federal regulations.



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Major Duties and Responsibilities (continued):

Coordinates activities with Resident Services staff and others to meet the needs of residents.

Schedules all appointments for annual recertifications

Performs other work as assigned by the Housing Managers or the Director of Housing Operations.

Required Knowledge, Skills, and Abilities:

Able to exercise considerable tact, confidentiality, and judgment in working with residents and in effecting solutions to complex personal and family problems.

Able to manage multiple projects in a timely and effective manner.

Able to establish and maintain effective working relationships with superiors, associates, administrators, and the public, as well as able to work with a diverse population that includes families, the elderly, and persons with disabilities.

Able to work as part of a team, both as leader and follower.

Able to provide excellent customer service to tenants, with a strong service orientation.

Able to express oneself effectively both orally and in writing with other CHA staff, residents, and the public.

Able to prepare clear, concise, comprehensive reports and effective, accurate correspondence.

Able to attain knowledge of the policies, procedures and practices of the CHA and the federal regulations governing the provision and oversight of housing management.

Able to implement continuing assignments that include the organization of materials, the preparation of reports, and the making of decisions within established guidelines and procedures.

Able to make mathematical computations with speed and accuracy

Able to attain and utilize knowledge of counseling and problem-solving techniques

Able to utilize computer hardware and software required to meet the general responsibilities of the position.



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Education and Experience:

High school diploma or equivalent

Minimum of two years' experience in property management, preferably low-income housing management, business or public administration, general management, property management

Demonstrable experience with computers and software systems

Special Requirements:

Must be bondable and insurable.

Must have a valid Missouri vehicle operator's license.

Must pass LIHTC Certification training within one year of employment.

Must be willing to travel overnight for a maximum of 15 days annually for training or attendance at conferences/workshops.

Must be able to obtain and maintain a bank account for direct deposited of payroll.

Must be able to pass a pre-employment background check and drug screen.

Employee Signature

Date