



JOB ANNOUNCEMENT

POSITION TITLE: Assistant Property Manager

DEPARTMENT: Public Housing

SALARY: \$38,721.00- \$41,079.11

DATE POSTED: 7/31/2026

CLOSING DATE: Until Filled

FLSA CLASS: Non-Exempt

POSTING NO:
1168

Duties and Responsibilities:

Responsible for managing the administrative functions of a housing community, including compliance, documentation, leasing support, and resident services. Ensures accurate records, supports occupancy goals, and promotes efficient office operations. Works closely with the Property Manager, who leads overall property operations and maintenance. In the absence of the Property Manager, this position assumes operational oversight and performs Property Manager duties to maintain continuity of operations. Duties identified in bold indicate responsibilities performed in the absence of the Property Manager.

Responsibilities

The duties listed below illustrate the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment associated with this position. The employee performs the following duties and any other duties as assigned.

Property Inspections and Maintenance

- Inspect properties to ensure they are maintained in safe, decent, and good repair.
- Monitor and review HUD physical assessment scores.
- Inspect a sampling of buildings, unit make-readies, curb appeal, and the condition and organization of common areas and offices.

2. Work Order Monitoring

- Follow up on delinquent work orders and ensure timely completion of maintenance requests.
- Conduct regular property inspections to identify potential maintenance risks and prevent costly repairs.

3. Property Performance and Compliance

- Support efforts to ensure properties meet or exceed HUD performance standards.
- Maintain the physical condition of units, buildings, and systems to meet quality and safety standards.
- Promote high levels of resident satisfaction through responsive services and positive living experiences.
- Support the financial health of the property to ensure sustainability and fiscal responsibility.
- Assist in implementing effective management practices for smooth day-to-day operations.

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- Process and monitor rent collections, delinquency reports, repayment agreements, recertifications, interim changes, resident accounts, and compliance documentation in accordance with Housing Authority and HUD requirements.
 - Prepare and submit accurate required reports, inspections, follow-up inspections, and documentation in a timely manner to ensure compliance with organizational and regulatory requirements.
 - Identify and address potential safety, liability, and risk management concerns to protect residents, staff, property assets, and the Housing Authority.
- 4. Maintenance Supervision**
- Assist in monitoring the prioritization, assignment, close-out, and quality control of maintenance requests.
 - Conduct regular property walks (regardless of weather conditions) to identify curb appeal issues, safety hazards, and maintenance needs.
- 5. Leasing and Unit Management**
- Coordinate leasing activities to support the timely occupancy of available units.
 - Maintain accurate records of unit turnovers by size and type to support applicant processing.
 - Ensure units and surrounding areas are clean, safe, and presentable for prospective residents.
 - Assist with lease enforcement, resident compliance matters, move-ins, move-outs, transfers, and vacancy reduction efforts.
- 6. Staff and Partner Oversight**
- In the absence of the Property Manager, the Assistant Property Manager will perform administrative and operational duties necessary to maintain continuity of operations.
 - Monitor staff and site-based partners to ensure duties are performed in accordance with contracts and organizational expectations.
- 7. Emergency Response and On-Call Duty**
- Participate in and/or oversee the on-call schedule for emergency maintenance and property-related issues.
 - Respond to after-hours emergencies as required.
 - Ensure proper follow-up and resolution of emergency situations.
 - Report and document incidents, safety concerns, property damage, and emergency situations occurring on site and ensure appropriate follow-up actions are taken.
- 8. Other Duties**
- Perform other duties as assigned.

Qualifications and Knowledge

1. Graduation from an accredited high school supplemented by two (2) years of college or business school coursework in management or a related field, and one (1) to two (2) years of experience in public contact work; or an equivalent combination of education, training, and experience.
2. Ability to perform operational and administrative property management duties in the absence of the Property Manager.
3. Knowledge of organizational policies and procedures and HUD rules and regulations related to property management.
4. Knowledge of agencies that provide assistance and services to residents, including eligibility requirements.
5. Knowledge of rent collections, occupancy management, recertifications, interim changes, leasing procedures, and resident account management in public housing or affordable housing programs.
6. Ability to utilize property management software systems, Microsoft Office applications, and related technology effectively.

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7. Ability to maintain required records (e.g., tenant files, vacancy reports) and interpret policies and guidelines to make sound decisions.
8. Knowledge of federal, state, and local laws, rules, and regulations related to low-income housing programs.
9. Knowledge of public administration practices, business English, and basic mathematics.
10. Strong communication and interpersonal skills, with the ability to work effectively with diverse populations and stakeholders.
11. Ability to supervise staff effectively, reinforcing strong performance and addressing performance issues appropriately.
12. Ability to meet internal deadlines and program requirements, including PHAS standards.
13. Ability to plan, organize, and prioritize work for self and others.
14. Ability to obtain bonding.
15. Valid driver's license or ability to obtain one within a specified timeframe.
16. Eligibility to be covered under the organization's fleet auto insurance.

Supervision Controls

The employee receives assignments from Property Management in the form of broad directives or policy statements and performs duties with a high degree of independence. Specific instructions are typically provided only in unusual or sensitive situations. The employee initiates and completes routine tasks with minimal supervision and refers matters not covered by established guidance to the Director of Asset Management.

Guidelines

Work is performed in accordance with MHA and HUD regulations. The employee must apply sound judgment when guidelines do not fully address specific situations and consult with supervisors as needed.

Complexity

The position involves a wide variety of tasks ranging from routine to complex. The employee must prioritize, coordinate, and manage multiple responsibilities while addressing both standard and non-routine issues.

Scope and Effect

The employee's work directly impacts property performance, resident satisfaction, and compliance with housing regulations, contributing to the overall success of housing programs.

Personal Contacts

The employee serves as a representative of the property and maintains regular contact with residents, staff, contractors, vendors, and external agencies. These interactions are necessary to coordinate activities, exchange information, resolve issues, and ensure compliance with policies and procedures. The employee is responsible for addressing concerns, managing conflicts, and communicating in a professional and effective manner. Strong interpersonal skills, sound judgment, and the ability to maintain positive working relationships are essential to promoting a professional image of the Housing Authority.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

1. Work requires the ability to perform duties in both office and field environments, including property inspections and resident interactions.
2. Ability to sit, stand, and walk for extended periods throughout the workday.
3. Ability to conduct frequent site visits, including walking the property, climbing stairs, and accessing occupied and vacant units.
4. Ability to bend, stoop, kneel, reach, and occasionally lift or carry light to moderate materials related to inspections or operations.

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5. Ability to operate standard office equipment, including computers and mobile devices, and use property management software systems.
6. Ability to communicate effectively in person, by phone, and in writing with residents, staff, and external stakeholders.
7. Ability to respond to on-site incidents and emergencies, which may require mobility across the property and exposure to varying conditions.
8. Maintain a professional appearance and demeanor while representing the organization.
9. Ability to maintain regular attendance, punctuality, and availability, including occasional after-hours or on-call responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both indoors and outdoors and the employee is exposed to weather extremes. The employee is subject to normal risks associated with visits to housing developments and confrontations with residents and nonresidents.

Other Requirements

1. Must possess a valid driver's license and maintain a good driving record.
2. May be required to work after office hours on the on-call work schedule.
3. Must pass employment drug screening and criminal background check.

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DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified