

HOUSING AUTHORITY OF THE COUNTY OF CHESTER



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www.haccnet.org

Housing Authority of the
County of Chester

"On the Road to Excellence"

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership

Board of Commissioners

Patrick Bokovitz, Chair
Louis J. Beccaria, Co-Chair
Theodore F. Claypoole, Treasurer
Donnell Sheppard, Secretary

Solicitor: Vincent T. Donohue
Lamb McErlane, P.C.

Executive Director
Paul Diggs

HACC Position: Public Housing Manager

Type: Full-Time

Number of Positions: One (1)

Effective date: Immediately

Reports to: Executive Director

Position Description/Job Summary:

The Public Housing Manager is accountable to the Executive Director for establishing and attaining objectives and measuring results for Asset (Property) Management, Capital Improvements, Resident Services, and Security functions for HACCs affordable housing assets owned by or accountable to HACC and its subsidiaries and affiliates.

As the Public Housing Manager, they are responsible for maintaining the assets in a safe, decent, and sanitary manner, as well as the planning, oversight, implementation, execution, and delivery of the effective management of HACC properties.

Duties include but are not limited to property management, property fiscal operations, and third-party contract oversight and capital improvements. All work and work plans are to be completed in a manner consistent with achieving and maintaining HACC as a high performer under the Department of Housing and Urban Development (HUD) Asset Management model and overall performance indicators of MASS and its successors and compliant with all Grants and funding stakeholders' covenants and regulations.

As a member of Senior Management, the Public Housing Manager ensures the development, implementation, and maintenance of an ongoing system of internal performance review and reporting to assess the effectiveness of program initiatives, consistent with planned HACC objectives and applicable Federal, State and Local rules and regulations.

Duties and Responsibilities:

- Managing and efficiently operating the housing properties within the policies and regulations set forth by the Department of Housing and Urban Development and HACC.
- Prepares and maintains all reports at the property and agency-wide levels including PHAS indicators consistent with HUD guidelines under Asset Management and HACC established protocols.
- Procures goods and services for properties consistent with the HACC procurement policy. Responsible for the effective management of the properties within the provisions of the Board approved annual budget.
- Performs leasing functions including resident screening and intake from HACC centralized waitlist and associated paperwork and is responsible for the marketing and leasing presentation of the properties to prospective residents. Performs resident move-in and move-out administrative functions and associated paperwork as well as coordinating and insuring inspections are performed timely and residents at move-out are charged for damages and/or security deposits refunded as deemed appropriate.
- Responsible for all tenant accounting functions including the billing and collection of rents, security deposits, and other charges due to HACC from residents and the processing and billing of NSF's as applicable. Maintains the integrity of resident AR accounts, the compilation and delivery of rents statements to residents and maintains all accounts and ledgers of the properties including any office petty cash and related bank deposits.
- Responsible for lease enforcement. Keep records of delinquent accounts, and issues in accordance with established procedures. Prepare eviction letters when necessary.
- Prepares for and performs the annual and interim re-examination of residents consistent with HUD regulations and HACC ACOP and ensures only compliant families are housed by HACC. Performs quality assurance including file reviews. Ensures tenant files are maintained in a neat and orderly manner consistent with established standards.
- Ensures compliance with Privacy Act Rules and Regulations.

- Supervises the daily use of property facilities and spaces and ensures their upkeep and appearance. Encourages and instructs residents in the proper care and maintenance of authority property in accordance with the lease.
- Performs site visits to all properties once weekly.
- Monitors PIC submissions to achieve and maintain 97% or higher submission rates.
- Produces and maintains Management and Board reports and delivers presentations in area of responsibility. Prepares periodic reports as needed for internal and external reporting as required by senior management and others, as well as the Department of Housing and Urban Development and provides related technical assistance and recommendations to management within the Department and to other Departments, as requested.
- Performs related work as required or assigned by Executive Director.

Knowledge, Experience and Training:

- Is a Certified Property manager of public and assisted housing or obtains certification within six (6) months of employment in this position.
- Three (3) or more years' experience as a property manager supervising subordinates.
- Ability to perform and supervise property management functions associated with experience in the management of multi-family residential subsidized or affordable housing communities, property owned, or programs administered by a public housing authority or comparable (low-income) property management agency.
- Knowledge of Federal, State and Local laws and regulations regarding the operation of multi-family residential subsidized or affordable housing communities, property owned, or programs administered by a public housing authority or comparable (low-income) property management agency and associated management practices. Ability to interpret and administer rules, regulations, and procedures relating to property management.
- Ability to supervise employees and effectively communicate assignments to achieve the desired outcomes consistent with HACCs strategic plan, the goals of Executive Management and the Board.

- Ability to plan, organize, maintain, and monitor the management of housing authority records and reports for compliance with HUD regulations and HACCs administrative policies.
- Ability to establish and maintain effective working relationships with superiors, subordinates, residents, contractors, other agencies, and the public.
- Ability to express ideas clearly and concisely, orally and in writing and to perform work free from material errors.