



! **Warner Robins Housing Authority**

112 Memorial Terrace  
Warner Robins, Georgia 31099  
(478) 929-0229 FAX (478) 329-9347

---

TITLE: Property Manager

HOU/6

DEPARTMENT: Public Housing Department

This is an **Exempt Position**

**JOB SUMMARY:** This position directs the Housing Services Department and is responsible for the management and supervision of the activities of the Public Housing Program.

**MAJOR DUTIES:**

- o Puts together the Operating Manual for the Public Housing Department and coordinates the activities of the Housing Staff.
- o Develops, implements and updates the ACOP and Policy and Procedures for Public Housing and follow all HUD guidelines.
- o Prepares and submits all reports in a timely manner to the Director of Public Housing and HUD as required.
- o Directs the timely revision and implementation of approved policies and procedures as they relate to particular programs and projects.
- o Supervises the leasing of public housing units to ensure the maintenance of acceptable occupancy rates.
- o Maintains tenant files and other records.
- o Supervises the processing of applications and approves selection from public housing waiting lists in accordance with established guidelines.
- o Supervises the collection of rent and other tenant charges; follows up on delinquencies.
- o Enforces lease provisions.

## Asset Manager

### Page 2

- o Initiates evictions and processes notices of termination to public housing residents; appears in court on behalf of the Authority as needed.
- o Hears and investigates resident/recipient complaints.
- o Oversees processing of interim and regular re-examination of incomes and family composition and initiates transfers as required.
- o Inspects public housing units.
- o Performs weekly inspections of common areas, buildings, and grounds to assure that common areas are maintained in a safe and sanitary condition.
- o Oversees the conducting of move-in and move-out inspections and housekeeping inspections.
- o Identifies, develops, and institutes necessary security and safety measures and programs.
- o Oversees the Family Self Sufficiency program.
- o Oversees the development of an ongoing effective resident relations program and the development of resident activities and programs.
- o Maintains working relationships with appropriate community agencies.
- o Cross-trains housing staff on public housing and Family Self Sufficiency programs.
- o Performs other duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of HUD and WRHA policies, procedures, and regulations.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in the preparation of timely and accurate reports.
- o Skill in the interpretation of complex rules, regulations, and laws.
- o Skill in the establishment of effective working relationships with co-workers and the general public.

- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Director of Public Housing assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include all federal, state, and local building codes and HUD and Authority rules and regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied management, administrative, and supervisory duties. Strict guidelines contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to direct the housing program activities of the Warner Robins Housing Authority. Successful performance in this position contributes to the provision of housing for area residents.

**PERSONAL CONTACTS:** Contacts are typically with city personnel, elected and appointed officials, landlords, contractors, HUD official, local law enforcement personnel, local emergency services personnel, local court personnel, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, provide services, or negotiate or justify matters.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office at the site of public housing units, and outdoors, where the employee may be exposed to cold or inclement weather. The employee may be exposed to dust or dirt. The work may require the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over the Assistant Asset Manager, and the Maintenance Supervisor.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within

Asset Manager

Page 4

the division/department, usually interpreted to require three to five years of related experience.

- o Must possess evidence of supervisory skills.
- o Must become certified as a Property Manager within Twelve (12) months.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.