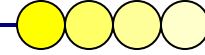




Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



Lake County Housing Authority has an immediate opening for a:

Assistant Property Manager

Responsible directly to the Property Manager, the Assistant Property Manager is second in line of responsibility for overall management of the Housing Authority's dwelling units in their assigned AMP#. Regular duties require the exercise of mature independent judgment, tact in dealing with all types of people in stressful situations, and thorough knowledge of pertinent Housing Authority policies and HUD regulations, as well as state and federal laws regarding evictions. Work is performed under the general supervision of the Property Manager and is reviewed primarily through staff meetings, review of reports, and evaluation of results obtained.

Main Responsibilities Include:

Assist the Property Manager in planning, directing, and coordinating management activities of one or several public housing developments; assist in planning the work programs in the assigned development(s). Perform various management functions including interviewing applicants, leasing dwelling units, orientation of new residents, collecting rents, bookkeeping, annual and interim re-determinations, annual housekeeping inspections, work orders and other maintenance issues. Is responsible for collection of delinquent accounts and communications with and correspondence to residents to minimize delinquent accounts. Participates in the counseling of residents who are not complying with policy and/or procedures or who have economic, social, legal, health, or other problems, referring them to social service agencies when indicated; and documenting resident files. Recruits and works with groups and agencies capable of rendering all types of assistance to residents. Approves interim-redetermination of rent changes. Assists with interim changes as necessary. Determines eligibility and certification of residents for occupancy, continued occupancy, the computation of rent and unit bedroom size in accordance with Occupancy Policy, Lease and HUD Rules and carries out any necessary procedures related to termination of Lease. Investigates resident complaints, meets with residents one-on-one and in groups in an attempt to settle disputes. Make periodic walks throughout grounds and buildings assigned. Actively participates in and helps develop resident association activities for all housing under supervision; meets with leaders in resident organizations to improve participation, and suggest ideas for programs. Initiates transfer requests due to changing housing needs and emergencies, and then monitor the results and responds immediately with follow-up supervision. Represent, when delegated, the LCHA in resident related court cases. Schedule and direct grievance hearings in accordance with LCHA's policy. Continually evaluates the effectiveness and productivity of the housing operations and staff. Develops and implements operational improvement programs as required. In the absence of the Property Manager will supervise the maintenance of records of all potential and existing vacancies for housing units under supervision.

Required Knowledge, Skills and Abilities:

Must be able to supervise a small group, giving frequent instructions, training, and planning. Must be able to work on-site and from a remote office. Must be able to communicate with confidence, patience, and concern. Must have had established relations and/or able to obtain networking contacts within the public housing field. Must have the previous proven ability to start and complete all assigned work on time and within budget. Must have a proven ability to follow-up and/or review subordinates' work within as assigned area and then make the necessary corrections (if needed) within a timely basis. Must be able to work independently and with little direct supervision. Must be able to make decisions regarding adherence to set policy, sequence of work, or similar daily matters. Must be able to operate a computer. Must maintain an effective working relationship with subordinates, superiors, residents, vendors, and social service agencies.

Education and Experience:

High School Graduate, however Graduation from an accredited college or university with Bachelor Degree in Business, Public Administration, or Social Services related field a plus. Experience in public housing management of 100 units or more. Five years practical experience in housing management with demonstrative accomplishments on previous jobs and have had full responsibility supervising three or more operative level employees. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.

Absolutely no telephone calls. Please submit letter of interest and resume.

Position is open until filled.

Please send resumes to:
Lake County Housing Authority - Human Resources
33928 North US Highway 45
Grayslake, IL 60030
recruitment@lakecountyha.org
FAX: 847-223-7910
No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.

