

NOW HIRING



Start Date: Immediately

Posted: 1/12/2024

Position: Housing Office Manager – Sheridan and Stuttgart locations

Qualifications

Must be able to use or operate common office equipment.

Must be able to communicate with others and solve problems in a fair and equitable manner.

Must be able to plan, coordinate, organize and manage multiple priorities simultaneously.

Must have good writing and verbal skills.

Must have a high school diploma or GED.

Responsibilities:

- Provide leadership, guidance, and direction within the housing project in accordance with all procedures as set forth in federal and state laws as deemed appropriate by the Housing Project Director and Executive Director.
- Advise the Housing Manager Supervisor regarding potential problems concerning the operation of the housing project.
- Coordinate the activities and functions of the housing project with programs within the Agency.
- Participate in the formulation of the housing project annual budget.
- Oversee with the assistance of the Housing Manager Supervisor selection, training, and supervision of housing project staff in accordance with the Agency's approved personnel policies and under the direction of the Housing Project Director with approval of the Executive Director.
- Promote effective channels of communication among and between all personnel within the housing projects program and other Agency programs.
- Prepare and submit all required reports on a regular and timely basis to the Housing Manager Supervisor.
- Ensure that project records are maintained according to all required regulations and guidelines.
- Ensure that purchases of supplies and equipment for housing projects are made on a timely, cost-effective basis and preauthorized accordingly.

- Evaluate the performance of staff directly supervised as required in the Agency personnel policies to be submitted to the Housing Manager Supervisor.
- Oversee the implementation of the management profile in accordance with HUD regulations.
- Perform monthly inspections of the dwellings units and equipment to determine whether regular repairs or maintenance is necessary to preserve the property in good working order.
- Perform weekly inspections of yards, shrubs, driveways, fences, and outside of dwellings to make sure they are in a safe, neat order.
- Perform weekly inspections, with maintenance workers, of all equipment to see if it is safe, well maintained, and in working order.
- All other duties as assigned.

Directions for applying: 3 Options to Apply

1. You may go to the hiring location(s) and complete an application.
2. Complete online application at the following address:
<https://www.aaasea.org/careers/>
3. Email your resume to the following email: (careers@aaasea.org) please make sure you list Housing Office Manager and location as subject in the email.

We are an Affirmative Action/Equal Opportunity Employer.