



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED: Until Filled

Property Management Assistant

\$13.94/Hourly

DEPARTMENT: Housing Operations

REPORTS TO: Property Manager

POSITION SUMMARY:

Assist the Property Manager in providing a fiscally sound, safe, and secure and properly maintained high quality Tulsa Housing Authority property for residents, while following the Asset Management philosophy of providing front line services. Compose and prepare routine correspondence and periodic reports; assist the Property Manager with the completion of leasing documents and clerical duties. Receive and greet potential residents, show available units, encourage applicant occupancy. Investigate complaints and handles inquiries from residents regarding all issues relating to the occupancy of the units and related services. Monitor the condition of the property to insure the health, safety, and security of the residents, guests, vendors and employees. Ensure that program procedures and all reporting requirements are maintained in accordance with agency standards and HUD regulations. Assist in planning, organizing, directing, maintaining fiscal reporting, and accounting procedures for the site; preparation of budgets, monitor expenditures. Establish and maintain a high level of technical expertise in Housing and Urban Development (HUD) regulations. Coordinate with other social agencies and entities in the community to provide additional resources to residents. Counsel residents and make referrals to the Resource coordinator as needed. Assist the Property Manager in rent collection procedures, evictions, housekeeping, property and move-in/out inspections, issuance of work orders, filing, resolving tenant complaints and duties as assigned. Order and maintain administrative supplies. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

High school diploma or general education degree (GED) and one (1) years related experience and/or training; or equivalent combination of education and experience. The types of jobs where related experience may be found are: Retail customer service, bank teller, public or private property management and volunteer service agencies. A Public Housing Manager (PHM) or Certified Occupancy Specialist (COS) certificate is desired.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

The mission of the THA is to be a leading public housing agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and board.

DEPARTMENT BACKGROUND:

The Housing Operations department is responsible for the management and maintenance operations of fifteen public housing apartment communities in the Tulsa area. Functions include processing the lease agreements, rent, work orders, eviction processing, housekeeping inspections, fire safety trainings, etc. and overall operation of the community.

TO APPLY:

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or apply online at www.tulsahousing.org.

Applications and resumes may also be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 East Independence
Tulsa, OK 74106

An Equal Opportunity Employer

Criminal background checks and drug testing will be administered.

CLOSING DATE: Until Filled