



The Housing Authority of Covington is committed to creating better neighborhoods by innovatively providing diverse housing opportunities for individuals and families in partnership with the greater community. These communities are focused on opportunities for our residents to flourish by achieving self-sufficiency.

The Assistant Housing Manager assists with the overall management of housing units at Golden Tower. Also, provides varied clerical and administrative assistance.

### **MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:**

- Proactively seek solutions to resolve unexpected challenges.
- Demonstrate a high level of conscientiousness and equitably share in the day-to-day responsibilities of the property.
- Identify, understand, monitor and measure the needs of both internal and external customers.
- Maintain and update records pertaining to move-ins and move-outs.
- Assist in the preparation of residents' account analysis.
- Assist in maintaining and compiling statistical and other data required for various records, reports and programs.
- Assist with the leasing of apartments.
- Ensure contractors have appropriate access to resident housing units and mechanical maintenance systems.
- Support resident association activities and other community activities that will benefit the organization and its residents.
- Assist in the preparation of all HAC and HUD required reports. Assist with Fair Housing, Public Housing, Section 42 Tax Credit and/or HUD Section 8 Program compliance.
- Handle issues involving resident relationships and resolve problems.
- Compute resident income and deductions and complete forms for residents move-in.
- Explain programs, policies and procedures to residents and/or applicants.
- Perform rental inspections in the format assigned to ensure compliance.
- Act as a manager in the manager's absence, as requested.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to make routine decisions in accordance with rules, regulations and policies and explain to applicants/residents in an objective, impartial and sensitive manner.
- Basic knowledge of HUD regulations and the ability to maintain clerical records and prepare accurate and concise reports.





- Experience with low-income public housing, Section 42 tax credit and housing standards, HUD Section 8 / Housing Choice Voucher program compliance, federal and state fair housing laws, and multi-family communities.
- Ability to receive and handle information in a confidential manner.
- Ability to prepare accurate reports from varied accounting and statistical information.
- Ability to establish and maintain effective working relationships with employees, residents and the general public.
- Ability to set up and maintain accurate record keeping systems.
- Ability to obtain and maintain Fair Housing training on a yearly basis, and other industry specific trainings that pertains to property management and Public Housing/LIHTC.
- Ability to sit at a desk and work on a computer.
- Ability to stand, walk, bend, stoop, reach, push, pull, climb stairs frequently.
- Must be able to lift up to 20 pounds at a time.

#### **MINIMUM EDUCATION AND EXPERIENCE:**

- High school diploma required; Associates degree or higher in business or related field preferred. 2-3 years' work experience in clerical or customer service fields. Or an equivalent combination of training and experience to meet the required knowledge.
- Intermediate computer skills with working knowledge of software applications.
- Must have a valid driver's license.
- Within a year, obtain PHM and rent calculation certification.

Please submit a resume to [HR@hacov.org](mailto:HR@hacov.org) or apply via Indeed.com [HOUSING AUTHORITY OF COVINGTON, KY Jobs and Careers | Indeed.com](https://www.indeed.com/jobs?q=Housing+Authority+of+Covington)



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