

9. Supervising day-to-day maintenance of the property Maintaining adequate systems for resident safety and security.
10. Assists Neighborhood Resident Association in planning activities and addressing matters of interest to the residents.
11. Coordinating with admissions staff to ensure prompt leasing of ready units.
12. Assumes duties of Housing Manager in their absence.
13. Submitting monthly and annual reports to the Asset Manager covering such areas lease terminations, vacancies, personnel issues, financial management, and compliance issues.
14. Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Thorough knowledge of the rules, regulations, and administrative procedures of the Housing Authority of Savannah.
3. Considerable knowledge of the federal and state laws and city ordinances governing housing, including health and fire regulations, landlord and resident relationships, leasing of property and eviction.
4. Knowledge of business English, spelling, and arithmetic.
5. Knowledge of the principles of office management and procedures.
6. Knowledge of HAS and HUD rules and regulations that apply to neighborhood management.
7. Knowledge and skill in the operation of modern office equipment including typewriters, copiers, personal computers, calculators, facsimile machines, etc.
8. Knowledge of computer operations, software, and hardware.
9. Ability to understand and follow written and oral instructions.
10. Ability to learn interviewing skills.
11. Ability to acquire managerial skills necessary to analyze and establish priorities for needs and problems.
12. Ability to maintain moderately complex reports and to complete data and prepare accurate and concise reports.
13. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
14. Ability to understand and act upon policies, regulations, and procedures as set forth in HUD regulations.
15. Ability to meet and deal courteously and tactfully with the general public and present ideas and recommendations effectively.
16. Ability to conduct an interview with prospective residents and to prepare clear and concise oral and written reports.
17. Ability to establish and maintain effective working relationships with subordinates, supervisors, residents, and the general public.

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc. Must be able to work, stoop, kneel, crawl, push, pull, move, or carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads, etc. Must be able to maneuver around sites and access all units.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE:

Graduation from an accredited high school with two years of college or business school with course work in management or related field with one to two years of experience in public contact work; or an equivalent combination and experience which meets the required knowledge and abilities.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. Able to be covered under the Housing Authority's fidelity bond.