



## Housing Authority of the City of Reno

### Announces an Open Competitive Recruitment for **ASSISTANT MANAGER**

#### THE POSITION

Under general direction the Assistant Manager is responsible for the efficient operation of the assigned property including management of rental activity including leasing, maintenance of tenant records, rent collection, and responding to tenant inquiries regarding continued occupancy requirements.

#### **THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT**

#### WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

#### WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer competitive salaries based on skills and experience, an exceptional benefits package, a robust defined benefit retirement plan, and ample opportunities for growth. Our benefits package includes:

- ◆ 100% employer paid health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ Excellent vacation & sick leave accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ 100% employer paid retirement contribution for the Public Employees Retirement System (PERS)
- ◆ Paid Parental Leave
- ◆ 457(b) retirement savings program
- ◆ Employer paid life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

#### SALARY PAY RANGE

- ⇒ Starting pay \$22.55/per hour
- ⇒ Merit increases to \$33.32/per hour

#### CONDITIONS OF EMPLOYMENT

This is a full-time, non-exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check.

#### TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at [www.renoha.org](http://www.renoha.org). If reasonable accommodation is required, please contact the RHA Human Resource Director at [HR@renoha.org](mailto:HR@renoha.org)

Please submit a complete application on or before the close date to [HR@renoha.org](mailto:HR@renoha.org). While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

#### EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

#### **CLOSE DATE: Open until filled**

**This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.**



## ASSISTANT MANAGER

DEPARTMENT: Asset Management  
 REPORTS TO: Director of Asset Management  
 Exempt/Grade: Non-Exempt / Grade 14

### SUMMARY

Under general supervision, responsible for the efficient operation of the assigned property including management of Public Housing and tax credit properties. Duties include leasing, maintaining tenant records, rent collection, inspections, and responding to tenant inquiries regarding continued occupancy requirements.

### EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Completes administrative tasks associated with community operations, including preparing lease agreements, processing payments, reconciling accounts, maintaining files, preparing reports, and other clerical tasks assigned.
- Monitors property vacant units and is responsible for keeping units occupied.
- Prepares lease agreements and all documentation relating to resident occupancy, and coordinates move-ins.
- Monitors and ensures compliance of Live-In contractors.
- Ensures all tenant files are properly maintained, compiles and maintains office records, files, and various reporting systems.
- Receives and issues receipts for monies paid by tenants as rent, penalties, or supplemental services.
- Balances and reconciles cash; prepares bank deposits and related journals.
- Completes re-determination of continued occupancy eligibility and computes the rent of each tenant on the basis of information received from acceptable source(s) as defined in program policies.
- Determines continued eligibility for Public Housing or tax credit programs.
- Takes appropriate action to address tenant complaints, disturbances, and violations. Enforces the terms of the lease agreement and community rules and regulations.
- Prepares and delivers miscellaneous notices to tenants about the community, regulations, authority policies, rent changes, lease violations, etc.
- Prepares legal documents including file review/hearing packets, court papers, writs of eviction, and other related documents.
- Attend file reviews and assist with presenting the Housing Authority's position in informal and court hearings.
- Conducts housekeeping and required NSPIRE housing inspections.

- Conducts inspections of the complex grounds and community spaces.
- Monitors work orders and maintenance of the property.
- Gathers information, prepares reports, and maintains tracking spreadsheets to ensure compliance with HUD Regulations, Housing Authority policies and Low-Income Housing Tax Credit for preparation of reports for the, Authority and HUD purposes.
- May perform work in various locations, as needed and assigned.
- Performs other related tasks and duties as assigned.

### MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Two (2) years' experience in interviewing applicants, verifying eligibility, performing detailed calculations, or carrying out housing management functions. Tax credit or multi-layered funding property management experience preferred. Property management, public housing or HUD experience is desirable.
- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work as determined by Human Resources.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of functions, organization and procedural constraints related to property management and maintenance of tax credit and Public Housing programs.
- Knowledge of HUD, Tax Credit, and multi-layered low-income housing programs and regulations.
- Knowledge of interviewing methods, techniques and procedures.
- Ability to handle confidential information with discretion and independent judgement, and in compliance with the regulations, laws and policies.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.

<p><i>Position descriptions are intended to present a descriptive list of the range of duties performed by the title and is not all-inclusive. May be expected to perform job-related duties other than those listed.</i></p>	<p>Revised: 07/23; 05/22;03/20; 0/19. Est. 06/07</p>
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- Ability to gather data, prepare and present clear and concise reports.
- Ability to prepare and maintain accurate records, spreadsheets, documents, schedules, and reports.
- Ability to conduct inspections of community grounds and housing units.
- Ability to effectively use computer systems and software programs.
- Ability to effectively communicate verbally and in writing in a courteous, professional manner and work cooperatively with co-workers, residents, other agencies, contractors, vendors, and the public.
- Ability to obtain certification in Rent Calculation, Tax Credit Compliance and NSPIRE Inspections within one year of hire date.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work indoors in an office setting, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Frequent sitting, standing, walking, reaching, handling, and repetitive fine motor activities with occasional pushing, pulling, bending, stooping, kneeling, and crouching.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

### **ADDITIONAL REQUIREMENTS**

- Valid Nevada Driver's License at time of appointment with an acceptable driving record throughout employment is required.
- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.

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