



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.

JOB POSTING FOR: Assistant Site Manager
JOB TYPE: Full Time non-exempt under FLSA

GENERAL STATEMENT OF JOB

Asheville Housing Authority seeks to hire an Assistant Site Manager. Reporting directly to the Housing Manager, the Assistant Site Manager will perform the general administration of the property and perform all related secretarial/clerical functions as requested by the Housing Manager.

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to jwilloughby@haca.org, via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

ESSENTIAL FUNCTIONS

- Maintain a professional image and attitude, exemplify the objectives of the Authority, and prioritize residents' welfare
- Maintain courteous communication with residents, applicants, and representatives of other companies.
- Answer the phone pleasantly and professionally
- Prepare and maintain complete resident files
- Maintain general office files
- Assist in advertising preparation
- Type letters and memos
- Assist in showing units and screening applicants
- Assist in scheduling vacant units for refurbishing and occupancy
- Assist in maintenance work order system and in following purchase order procedures

JOB POSTING FOR: ASSISTANT SITE MANAGER

- Assist in certifying residents' income
- Assist in maintaining the required computer postings
- Prepare late notices and notices to pay rent
- Order office supplies within established budgeted guidelines
- Maintain tickler files for annual apartment inspections.
- Assist in keeping the apartment condition and status chart up-to-date
- Assist in annual unit inspection process
- Assist in typing and/or maintaining weekly and monthly reports
- Assist in collection of rents and preparation of receipts
- Assist in adherence to the Policy Handbook and Procedures Manual
- Work with manager regarding legal proceedings
- Assist in maintaining all required inventories for project supplies and equipment
- Maintain records of rental levels of comparable units in surrounding areas

Note: The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships with supervisors, subordinates, and fellow employees
- Ability to work well with and understand the problems of residents
- Accurate use of ten-key calculator, fax machine, computer and other office equipment and systems associated with assigned duties
- Accurate typing skills
- Ability to read and understand written instructions
- Ability to follow oral instructions and written instructions
- Capable of assisting in the performance of the Housing Manager's duties on his/her days off.
- Strong organizational skills
- Well groomed

MINIMUM TRAINING AND EXPERIENCE

- High school degree preferred, or Associates degree in a business-related field
- Full-time secretarial experience (in real estate field preferred)
- Any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities.

JOB POSTING FOR: ASSISTANT SITE MANAGER

SPECIAL REQUIREMENTS

- Valid North Carolina issued Driver's License
- The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of office machinery and equipment including computers, facsimile machines, calculators, copiers, printers, etc. Must be able to move objects of up to 10 pounds occasionally, and/or up to 5 pounds frequently, and/or a negligible amount of constantly. Must be able to operate a motor vehicle. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires movement of objects greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate to people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, ledgers, logs, applications, appraisals, etc. Requires the ability to prepare correspondence, reports, forms, audits, appraisals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate with people with poise, control, and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

BENEFITS

Medical Insurance - (100% Company Paid for Employee)

Dental, Vision, Life

Short-Term & Long-Term Disability (100% Company Paid)

401k with 7% Employer Contribution

PTO = 4 weeks

11 Paid Holidays