



1126 Albany St. ● Brunswick, GA 31520

www.brunswickpha.org ● (912) 265-1334 Phone ● (912) 265-1280 Fax

JOB DESCRIPTION:	ASSISTANT PROPERTY MANAGER		
DEPARTMENT:	HOUSING	REPORTS TO:	PROPERTY MANAGER
EMPLOYMENT STATUS:	FULL-TIME	FLSA STATUS:	NON-EXEMPT
DATE CREATED:	8/29/2022		

POSITION SUMMARY

Under general supervision from the Director of Operations - PH, the direct supervision of Site Manager, the Assistant Site Manager is responsible for assisting the Site Manager in the general administration of the property and performing functions as requested by the Site Manager or the Director of Operations – PH.

PRIMARY RESPONSIBILITIES

- Assist in preparation and monitoring of site budget
- Create and complete work orders for site generated from resident demand and planned, routine work as well as emergency situations
- Must be able to identify, analyze, recommend options and resolve property management issues
- Assist in monitoring outside service contracts
- Identify procedural concerns and recommend solutions
- Provide Resident Services to site established by BHA policies and procedures
- Perform housekeeping inspections and maintain BHA Housekeeping Program as established by BHA policies and procedures and HUD regulations
- Maintain strong community contacts with public and private sectors
- All aspects of lease enforcement, including but not limited to delinquent accounts and pursue collections in accordance with established policies and procedures
- Monitor expenses to ensure spending is within guidelines
- Process move-ins and verify utility connections
- Maintain tenant files and related documents regarding continuing eligibility and adjustments
- Show vacant apartments utilizing professional marketing procedures and maintain a high level of continued occupancy by leasing in a timely manner
- Complete move-out inspections for units both voluntary and involuntary
- Check references and other information on resident applications through the Authority's approved credit and criminal investigative service
- Complete rental agreements
- Shares in the oversight of Public Housing HQS inspection contracts and/or programs
- Shares responsibility for the PHA/SEMAP tracking and improvement plans



1126 Albany St. ● Brunswick, GA 31520

www.brunswickpha.org ● (912) 265-1334 Phone ● (912) 265-1280 Fax

JOB DESCRIPTION:	ASSISTANT PROPERTY MANAGER		
DEPARTMENT:	HOUSING	REPORTS TO:	PROPERTY MANAGER
EMPLOYMENT STATUS:	FULL-TIME	FLSA STATUS:	NON-EXEMPT
DATE CREATED:	8/29/2022		

- Prepare reports in accordance with established procedures
- Complete move-in and move-out reports
- Address resident concerns in a professional manner
- Develop and distribute all notices regarding compliance to rules and regulations
- Issue purchase order numbers and track purchases from order through invoice
- Requisition office supplies and other administrative supplies for the property
- Assist in maintaining and the reconciliation the property's declining budget
- Maintain property business office in a neat, orderly and business-like manner at all times with regularly scheduled office hours per established procedures
- Work closely with the Property Compliance Officer and CORE Maintenance Technician in order to monitor vacancy preparation, maintenance repairs and grounds maintenance to ensure all are being conducted and completed in a timely manner
- Assists in the supervision of all Maintenance employees (Vacancy Prep., Grounds, Mech. III)
- Accompany extermination contractor on a monthly basis
- If applicable, establish and maintain a waiting list per established procedures
- Communicate clearly and concisely, both orally and in writing
- Perform other duties as assigned

QUALIFICATIONS

- High School Diploma or GED required
- Associate's Degree in Social Work, Public Administration, or closely related field from an accredited college or university desired
- Minimum of one (1) year property management experience or an equivalent combination of education, training, and experience
- Industry certification or the ability to obtain said certification within one (1) year
 - Rent Calculation
 - Enterprise Income Verification System (EIV)
 - Uniform Physical Condition Standards (UPCS)
 - Fair Housing



1126 Albany St. ● Brunswick, GA 31520

www.brunswickpha.org ● (912) 265-1334 Phone ● (912) 265-1280 Fax

JOB DESCRIPTION:	ASSISTANT PROPERTY MANAGER		
DEPARTMENT:	HOUSING	REPORTS TO:	PROPERTY MANAGER
EMPLOYMENT STATUS:	FULL-TIME	FLSA STATUS:	NON-EXEMPT
DATE CREATED:	8/29/2022		

- Possession of a valid State of Georgia driver’s license or ability to obtain such license within the time parameters set forth by the State of Georgia
- Ability to be covered under the Housing Authority’s vehicle insurance policy
- Ability to be covered under the Housing Authority’s fidelity bond.
- May be required to work an unusual work schedule
- Must work with the highest degree of confidentiality
- Must be available for occasional overnight travel for training

KNOWLEDGE, SKILLS AND ABILITIES

- Operations, services and activities of a comprehensive public housing site management and maintenance program as established by the Board of Commissioners or set forth by HUD regulations
- Community resources available to low income residents
- Mandated rules, regulations, policies and procedures governing public housing rental unit development, operations, maintenance and procurement
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications
- Methods and techniques of managing buildings, facilities and grounds
- Mandated Housing Quality Standards and other relevant codes and statements
- Rules and regulations governing the landlord/tenant relationship
- Methods and techniques of resolving tenant issues
- Principles and practices of handling tenant contract obligations
- Principles and practices of report preparation
- Pertinent Federal, State and local codes, laws and regulations
- Keyboard a minimum of 30 wpm
- Ability to come to work on a regular basis



1126 Albany St. ● Brunswick, GA 31520

www.brunswickpha.org ● (912) 265-1334 Phone ● (912) 265-1280 Fax

JOB DESCRIPTION:	ASSISTANT PROPERTY MANAGER		
DEPARTMENT:	HOUSING	REPORTS TO:	PROPERTY MANAGER
EMPLOYMENT STATUS:	FULL-TIME	FLSA STATUS:	NON-EXEMPT
DATE CREATED:	8/29/2022		

SUPERVISORY CONTROLS

The Assistant Property Manager receives instruction from the Property Manager regarding agency goals, priorities, and special assignments. The employee routinely works without direction of the Property Manager and is free to develop methods, deadlines, and/or objectives. When instructions are received, they are usually specific and detailed because they apply to unusual and rarely occurring situations. Normally the employee makes independent decisions pertaining to situations not covered by specific guidelines, but the Property Manager is consulted in serious or unusual circumstances. The work of the Assistant Property Manager is reviewed for achievement of goals as appropriate to the circumstances and compliance with procedures. The employee provides guidance to subordinates, developing activities, setting priorities, establishing timelines, and modifying or making changes in the course of achieving global and priorities.

PHYSICAL REQUIREMENTS

- Must be physically able to operate a variety of automated office machines including computers, copiers, printers, calculators, facsimile machines, telephones, typewriter, etc.
- Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads, etc.
- Must be able to walk BHA properties regularly.
- Primarily sedentary with intermittent standing, walking, bending and stooping. Some lifting or carrying of objects of light weight may be required.
- Must be able to work around various fumes, odors, and dust.

WORK ENVIRONMENT

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, it may involve visits to housing developments, sites, dwellings, or facilities.



1126 Albany St. ● Brunswick, GA 31520

www.brunswickpha.org ● (912) 265-1334 Phone ● (912) 265-1280 Fax

JOB DESCRIPTION:	ASSISTANT PROPERTY MANAGER		
DEPARTMENT:	HOUSING	REPORTS TO:	PROPERTY MANAGER
EMPLOYMENT STATUS:	FULL-TIME	FLSA STATUS:	NON-EXEMPT
DATE CREATED:	8/29/2022		

The Brunswick Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]