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VACANCY ANNOUNCEMENT

ASSISTANT SITE MANAGER

The Brunswick Housing Authority (BHA) is accepting applications for the position of Assistant Site Manager. Under direct supervision of the Public Housing Manager and oversight of the Site Manager, this position is responsible for assisting in the general administration and management of Brunswick Housing Authority properties.

Essential Functions includes, but are not limited to, the following:

- 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
- Assist in monitoring outside service contracts
- Perform housekeeping inspections in compliance with agency policies and procedures
- Maintain tenant files and other documents related to continuing eligibility and annual and interim adjustments
- Enforce all aspects of the lease, including managing delinquencies.
- Process move-ins, complete rental agreements, and verify utility connections
- Show vacant apartments to potential tenants
- Complete move-out inspections and documents both voluntary and involuntary unit vacates
- Accompany extermination contractor on a monthly basis
- Develops and distributes notices to tenants regarding program policies and procedures
- Maintains property office in a neat, orderly and business-like manner; maintains regularly scheduled office hours in accordance with established procedures
- Coordinate with CAPAC officers to provide for the safety and security of residents.

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 of Rent Calculation; Enterprise Income Verification System (EIV); Uniform Physical Condition Standards (UPCS); and Fair Housing.

This is a full-time position with an entry rate of \$33,406 annually. The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package. If you are a motivated individual with a passion for serving people, we encourage you to apply for this position. Please submit the [BHA Application for Employment](#), your résumé and cover letter detailing your relevant experience to Oran Reed, Director of Human Resources at oreed@brunswickpha.org by 4:00 pm EDT on Wednesday, December 4, 2024.