

POSITION DESCRIPTION

ASSISTANT PROPERTY MANAGER

DATE: _____

REVISED DATE: 3/26/14

POSITION GRADE 11-13

REPORTS TO: Property Manager

POSITION SUMMARY: Responsible for the performance of office tasks, which follow well established procedures and can be readily learned on the job. The employee receives detailed instructions, and regular routine assignments may be performed independently. Initiative and judgment is encouraged and may be utilized as experience is gained. Work involves public contact and requires tact and courtesy in dealing with often trying situations. Duties include some routine typing and record keeping requiring accuracy and attention to detail. Advice and assistance are always available from a superior who checks work for accuracy and results obtained. This is clerical work of moderate complexity and variety including receptionist duties for the Housing Authority. All incoming calls to the Housing Authority are answered and forwarded within a timely basis to the proper person or department.

ESSENTIAL FUNCTIONS:

1. Type, distribute, file and compose routine correspondence memorandums, reports and other related items.
2. Acts as office receptionist, answering calls and in-person inquiries for information or services, directs calls and visitors to the proper person or office.
3. Performs general clerical duties required in maintaining files.
4. Explains applicable programs, policies, procedures and regulations to applicants, Public Housing residents or Section 8 participants.
5. Performs support and enforcement of policies through evictions and terminations of assistance by legal means, as instructed.

RELATED DUTIES AND RESPONSIBILITIES:

6. Performs other reasonably related duties as assigned by the Public Housing Property Manager or Section 8 Supervisor.
7. Performs cashiering functions in collection of rents; receives monies owed to the Housing Authority, gives receipts and balances cash receipts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of modern office practices, procedures, equipment and standard clerical techniques.
2. Must possess the ability to treat each caller and the public with tact courtesy, consideration while maintaining a professional attitude at all times.
3. Skilled in the usage of typewriters, calculators, computers, copiers, printers, fax machines and other office equipment.
4. Ability to understand and accurately follow both written and verbal instructions.
5. Must be able to deal courteously and maintain an effective working relationship with other employees, at all times.
6. Knowledge of policies and regulations of the Daytona Beach Housing Authority (DBHA), as established by the Board of Commissioners or as set forth by the Department of Housing and Urban Development (HUD).

EDUCATION AND EXPERIENCE:

1. Graduation from a standard high school, supplemented by vocational or college level courses in business practices and social work
2. Experience in clerical work, especially the handling and accountability of money.
3. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.
4. Any other duties as may be assigned.

SPECIAL REQUIREMENTS:

1. Must be bondable.
2. Ability to type 50-wpm.
2. Possession of a valid Florida motor vehicle operator's license.

Employee Signature

Date

Department Head/Supervisor