**JOB ANNOUNCEMENT:**

**HOUSING AUTHORITY OF THE CITY OF LUMBERTON**

**PUBLIC HOUSING ASSET MANAGER**

The Housing Authority of the City of Lumberton (HACL) is seeking qualified candidates to fill the position of Public Housing Asset Manager. The position is an integral part of our Public Housing team and will report directly to the Director of Public Housing.

Under the supervision of the Director of Public Housing, this position is responsible for the overall management, maintenance, operations and reporting for one or more properties in the HACL’s Public Housing program and providing regular reports of fiscal and occupancy status.

Ensures compliance with applicable HUD guidelines as well as federal, state and local regulations, laws, ordinances and the Agency’s Admissions and Continued Occupancy Policy (ACOP). Responds to inquiries concerning policies and practices in a courteous and professional manner. Prepares and coordinates proper paperwork in accordance with established procedures. Performs new move-in and move-out transactions and housekeeping inspections. Ensures receipt of all relevant paperwork and adheres to Uniform Physical Conditions Standards (UPCS) and Real Estate Assessment Center (REAC) inspections. Performs site inspections of buildings and grounds. Issues citations and provides oversight of effective resolution of unsatisfactory conditions with residents. Handles resident concerns, grievances and mediates conflicts among residents. Monitors lease violations and delinquent rent roll; oversees issuance of delinquent notices and late payment charges and initiates eviction process when warranted. Responsible for achieving maximum occupancy and minimum turnover rate at all properties by actively promoting public housing activities. Ensures that residents are informed of new rules, laws, regulations, etc., as interpreted by the agency. Performs other duties as assigned including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Associate degree in Business, or other closely related field from an accredited college and at least three (3) years of progressively responsible experience in management or in an administrative capacity in property management or public housing, or an equivalent combination of experience and education. Certification as Public Housing Manager (PHM) must be obtained within eighteen (18) months of employment or other allowable period of hire as authorized by the Executive Director.

Successful candidates must have a valid NC Driver’s license with clear driving record and complete a successful pre-employment drug screen. Must be available for occasional overnight training and travel. Must work with the highest degree of confidentiality.

This position is open until filled. Applications can be downloaded and printed from the CAREER OPPORTUNITIES tab at [www.hacl014.com](http://www.hacl014.com), or by contacting the Robeson County NC Works Career Center at (910)618-5500. Qualified candidates should forward a completed (HACL) job application to the following: **HACL—Attn: Jenniffer Hunt, PO Drawer 709, Lumberton, NC 28359,** or Robeson County NC Works Career Center, 289 Corporate Drive, Suite B, Lumberton, NC 28358.

***THE HOUSING AUTHORITY OF THE CITY OF LUMBERTON IS AN EQUAL OPPORTUNITY EMPLOYER***