

BCHA POSITION DESCRIPTION

TITLE OF POSITION: Leasing Assistant

TITLE OF IMMEDIATE SUPERVISOR: Public Housing Project Manager

WORK LOCATION: BCHA Administrative Office

PRIMARY OBJECTIVES OF THIS POSITION

To assist the Burleigh County Housing Project Manager. Leasing Assistant shall serve as backup to this position during both scheduled and unscheduled absences. Leasing Assistant shall be expected to attend the monthly housing program staff meetings.

I. Housing Program Technician duties with which Leasing Assistant shall assist:

A. Primary Objectives of Position:

1. Assist the Housing Project Manager in all work to be performed in day-to-day management of various properties.

B. Major Task Areas:

1. Assist with maintaining occupancy, unit inspection, certification, and recertification of tenants within all federal and state laws, regulations, policies, and procedures which govern Burleigh County Housing Authority (BCHA) for the Public Housing Program and Washington Courts.
2. Assist with preparing automated and manual reports both monthly and annually as required or as requested by supervisor or the Executive Director.
3. Assist the Housing Project Manager to monitor and process applicant/tenant compliance with lease and program regulations.

C. General Duties

1. Attend meetings, training, seminars, etc. at the direction of supervisor for purposes of gathering or sharing information with a report to be given to supervisor.
2. Monitor performance of program and lease requirements and ensure consistent application of policies and procedures.
3. Coordinate inspections and unit prep schedule as well as showing units to potential tenants.
4. Generate work orders and/or keep Maintenance Supervisor informed regarding trespass notice, damages, or other areas of concern based on Security Reports.

5. Prepare correspondence related to the performance of duties and tasks required by this position.
6. Document and report to supervisor any conditions or problem areas which interfere with the most efficient workflow within the scope of this position.
7. This position has authority to access clerical support from the Secretary and/or Receptionist in work required by this position.
8. Other duties as assigned by Supervisor.

II. Knowledge and Skill Requirements:

1. Knowledge of all federal laws and regulations pertaining to Multifamily, Public Housing, LIHTC (Low Income Housing Tax Credit) and other various HUD-administered programs.
2. Knowledge of administrative practices and procedures.
3. Ability to accept responsibility.
4. Ability to communicate effectively either orally or in writing with groups and individuals.
5. Ability to manage and resolve conflicts with clients, agencies, etc and abide by Fair Housing.
6. Ability to read and analyze complex material.
7. Willingness to follow both verbal and written instructions from Housing Project Manager in addition to instructions from Executive Director, and as described in this job description.

III. Minimum Qualifications

1. 3-5 years office experience (at least 3 years in office serving the public).
2. Computer and data entry skills.
3. Bondable.
4. Accuracy in work.
5. Dependable, trustworthy, neat appearance.

IV. Salary

The salary range for this position is \$3,120.00 monthly.

V. Disclaimer Clause

This job description is not intended and should not be construed to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.