

ABILENE HOUSING AUTHORITY

Job Description

Position:	Assistant Public Housing Manager	Program Affiliation:	LRPH
Reports To:	Public Housing Manager	Salary Range:	\$47,031 - \$69,067
Position Type:	Exempt	Revision Date:	June 2026

Position Summary

The Assistant Public Housing Manager assists in the administration and daily operations of the Public Housing Program in accordance with U.S. Department of Housing and Urban Development (HUD) regulations, federal laws, agency policies, and applicable state and local requirements. The position supports occupancy, leasing, recertifications, rent calculations, resident relations, inspections, and overall property management to ensure compliance and excellent customer service.

Essential Duties and Responsibilities

Program Administration

- Assist the Public Housing Manager with the daily operation of assigned public housing communities.
- Ensure compliance with HUD regulations, Public Housing Occupancy Guidebook, Admissions and Continued Occupancy Policy (ACOP), and agency policies.
- Monitor program performance and assist in meeting HUD performance standards.
- Prepare reports required by management and HUD.
- Assist in implementing new HUD regulations and agency procedures.

Occupancy and Leasing

- Process applications from the waiting list.
- Determine applicant eligibility in accordance with HUD regulations.
- Conduct applicant interviews.
- Verify income, assets, deductions, and family composition.
- Calculate rent in accordance with HUD requirements.
- Prepare lease documents.
- Conduct move-in orientations.
- Coordinate unit assignments.

Recertifications

- Process annual and interim reexaminations.
- Verify all household information.
- Ensure timely completion of recertifications.

- Adjust rents based on verified household changes.
- Maintain accurate tenant files.

Resident Relations

- Respond to resident questions and concerns.
- Explain HUD regulations and agency policies.
- Resolve resident complaints.
- Assist with informal conferences and grievance procedures.
- Promote positive landlord-resident relationships.

Property Management

- Coordinate with Maintenance regarding:
 - Move-ins
 - Move-outs
 - Unit inspections
 - Work orders
 - Vacancy preparation
- Monitor vacancies.
- Assist in reducing vacancy turnaround time.

Inspections

- Coordinate housekeeping inspections.
- Assist with NSPIRE preparation.
- Ensure units meet HUD inspection standards.
- Document inspection deficiencies.
- Follow up on corrective actions.

Rent Collection

- Monitor delinquent accounts.
- Counsel residents regarding unpaid rent.
- Coordinate repayment agreements.
- Initiate lease enforcement actions when necessary.

Compliance

- Maintain complete and accurate tenant files.
- Ensure required documentation is obtained and retained.
- Maintain confidentiality of resident information.
- Ensure compliance with:
 - HUD regulations
 - Fair Housing Act
 - Violence Against Women Act (VAWA)
 - Section 504
 - Americans with Disabilities Act (ADA)
 - Equal Opportunity requirements

Financial Responsibilities

- Assist in monitoring rental income.
- Review tenant account balances.
- Prepare adjustments and corrections.
- Assist with budget monitoring as assigned.

Administrative Duties

- Prepare correspondence.
- Maintain electronic and paper records.
- Enter data into agency software.
- Assist with audits and file reviews.
- Participate in staff meetings and training.

Knowledge of HUD Regulations

Working knowledge of:

- HUD Public Housing Program regulations
- 24 CFR Part 5
- 24 CFR Part 960
- Admissions and Continued Occupancy Policy (ACOP)
- NSPIRE standards
- Enterprise Income Verification (EIV)
- Fair Housing requirements
- VAWA
- Income verification requirements
- Rent calculation methodologies
- Public Housing occupancy requirements

Minimum Qualifications

Education

Bachelor's degree in:

- Business Administration
- Public Administration
- Social Services
- Housing Management
- Related field

or Equivalent combination of education and experience.

Experience

- Three (3) years of progressively responsible experience in public housing, affordable housing, property management, or a related field.
 - Experience with HUD Public Housing programs preferred.
 - Experience processing HUD certifications preferred.
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Knowledge, Skills, and Abilities

Knowledge of:

- HUD regulations
- Public Housing occupancy
- Leasing procedures
- Rent calculations
- Income determinations
- Customer service principles
- Property management practices
- Microsoft Office applications

Ability to:

- Interpret HUD regulations.
 - Maintain confidentiality.
 - Communicate effectively both orally and in writing.
 - Manage multiple priorities.
 - Resolve conflicts professionally.
 - Work independently.
 - Meet deadlines.
 - Maintain accurate records.
 - Prepare reports.
 - Provide excellent customer service.
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Preferred Qualifications

- PHA Eligibility and Rent Calculation
 - NSPIRE
 - PHM Certification
 - *(must be obtained within the first year of employment)*
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Physical Requirements

- Ability to sit, stand, walk, bend, and climb stairs.
 - Ability to inspect occupied and vacant units.
 - Ability to lift up to 25 pounds.
 - Ability to operate standard office equipment.
 - Ability to travel between housing developments.
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Working Conditions

- Office environment with frequent interaction with residents.
 - Occasional exposure to occupied residential units.
 - Local travel between housing sites.
 - Occasional evening meetings or special events.
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Performance Standards

Performance is evaluated based on:

- Timely completion of annual and interim recertifications.
- Accuracy of rent calculations.
- Compliance with HUD regulations.
- Tenant file quality.
- Occupancy rates.
- Vacancy turnaround performance.
- Customer service.
- NSPIRE readiness.
- Teamwork and professionalism.

Job Required Certifications:

1. PHA Eligibility and Rent Calculation
2. UPCS Fundamentals
3. PHM Certification

(must be obtained within the first year of employment)

Benefits:

Full benefits – health, dental, vision, life insurance, paid holidays and retirement package provided.