

Public Housing Manager Job Description

Abilene Housing Authority
1149 E. South 11th Street
Abilene, TX 79602
Phone: 325-676-6385 | Relay: 711 or 1-800-RelayTX
Website: www.abileneha.org

Equal Opportunity Employer / Equal Housing Opportunity

Position Overview

Position Title: Public Housing Manager
Program: Low Rent Public Housing (LRPH)
Reports To: Chief Financial Officer
FLSA Status: Exempt
Salary Range: \$54,430 – \$79,932
Revision Date: March 2024

Position Summary

The LRPH Manager supervises staff and oversees daily operations of the Low Rent Public Housing program. This includes managing waitlists, eligibility, occupancy, inspections, and resident documentation. This position reports to the Chief Financial Officer and serves at the direction of the CEO. Employment is at-will.

Essential Functions

Program Operations

- Oversee applicant screening and eligibility determination
- Manage annual and interim recertifications
- Calculate rent and process income changes
- Verify documentation for accuracy
- Schedule appointments and communicate with residents
- Ensure inspections comply with 24 CFR requirements

Staff Supervision

- Assign and evaluate staff work
- Monitor productivity and quality
- Respond to and resolve complaints
- Interview, hire, and train staff

- Approve leave and administer discipline

Compliance and Reporting

- Ensure compliance with HUD rules and regulations
- Develop and implement procedures to improve efficiency
- Prepare monthly performance and activity reports
- Maintain knowledge of PHAS, NSPIRE inspections, and PNA requirements

Program Development

- Collaborate with leadership on planning
- Develop departmental procedures aligned with ACOP
- Implement performance tracking systems

External Relations

- Represent the department with outside organizations
- Assist with outreach and applicant recruitment

Additional Duties

- Grant writing
- Budget management
- PIC submissions
- Other duties as assigned

Minimum Qualifications

- Bachelor's degree in related field or equivalent experience
- Minimum of 3 years supervisory experience
- Experience in high-volume, deadline-driven environment
- Strong communication skills
- Proficiency in Microsoft Office
- Ability to learn HUD regulations

Preferred Qualifications

- Experience in assisted housing programs
- Property management experience

Additional Information

Equipment Used

- Computer
- Calculator

- Copier and fax machine
- Telephone and office equipment

Physical Requirements

- Office and site work
- Regular computer use
- Lift up to 25 pounds

Training Requirements

- LRPB Eligibility & Occupancy certification within 1 year
- Public Housing Manager (PHM) certification within 1 year

Other Requirements

- Valid driver's license
- Insurable driving record

Compensation and Benefits

Salary

\$54,432 – \$79,932 depending on experience

Relocation

Relocation assistance may be available