

# HOUSING AUTHORITY

OF THE

CITY OF CAMILLA

P.O. BOX 247

CAMILLA, GEORGIA 31730

PHONE: 229-336-8543 • FAX: 229-336-8805



The Housing Authority of the City of Camilla is seeking experienced housing professional to serve as its Property Manager. The CHA is a small housing authority with a total of 425 low – income public housing units located on four sites.

The ideal candidate must possess a range of skills and abilities in order to qualify for this position. Minimum of two (2) years of public housing or property management experience in HUD programs required, Rent Calculation Certification, Occupancy Specialist Certification and EIV Certification Public. Experience in SACS software preferred.

Cover letter and resumes will be accepted through February 28, 2023 at the information listed below, **no phone calls please**. Candidates are encouraged to review the full job description below and submit specific evidence of experience in the above areas. Cover letter and resume should be submitted to:

Housing Authority of the City of Camilla  
Attn: Dr. Joe Thomas, Executive Director  
P.O. Box 247  
Camilla, Georgia 31730  
Email: [pjt@camillahousingauthority.net](mailto:pjt@camillahousingauthority.net)

**Position Title:** Housing Manager  
**Report To:** Executive Director  
**Work Schedule:** Full Time  
**Status:** Regular Position  
**Wage/Hour Laws:** Exempt

## Position Summary

The Housing Manager is the primary representative of management to the residents and the public. This employee has the direct responsibility for the day-to-day operation of the assigned project. The Housing Manager is responsible for implementing all the policies and procedures established by The Housing Authority of the City of Camilla (CHA).

### **Major Duties and Responsibilities**

- Accept applications and screen applicants in accordance with CHA policy; complete lease-up process. Conduct tenant orientation, review and explain lease requirements to help ensure compliance with the lease requirements and occupancy policies. Issue lease violations, conference with residents and initiate the eviction process when needed.
- Handle residents' complaints and concerns.
- Identify and recommend improved methods for providing Resident Services, planning and implementing social service programs.
- Perform move-in, move-out, housekeeping inspections and routine visits.
- Maintain rent calculations, initial, annual and interim recertifications are completed in accordance with HUD regulations and CHA policy.
- Maintain residents to ensure compliance with Community Service and Zero Income requirements.
- Weekly management and occupancy reports.
- Protect confidential and sensitive information.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of Housing Authority's public housing program.
- Thorough knowledge of HUD rules, regulations, and policies on leasing and occupancy.
- Knowledge of modern office practices and procedures.

### **Minimum Education, Training, and/or Experience**

#### **Requirements**

40 hours per week

Applicants must have a High school diploma or equivalent

Applicant must have a valid certification for Public Housing Management

Applicant must have at least 2 years' experience

Applicant must hold a valid driving license

**NO IN-PERSON APPLICATIONS:**

**SEND RESUME & COVER LETTERS**

**WITH COPY OF CERTIFICATE BY EMAIL ONLY ([pjt@camillahousingauthority.net](mailto:pjt@camillahousingauthority.net))**