

# Career Opportunity



## Leasing Assistant

*Salary*  
\$14.77/Hour

*Department*  
Affordable Housing

*Reports to*  
Property Manager

*Closes*  
Until filled

### Position summary

Assist the Property Manager in providing a fiscally sound, safe, and secure and properly maintained high quality Tulsa Housing Authority property for residents, while following the Asset Management philosophy of providing front line services.

#### Summary of duties:

- Compose and prepare routine correspondence and periodic reports; assist the Property Manager with the completion of leasing documents and clerical duties. Receive and greet potential residents, show available units, encourage applicant occupancy.
- Investigate complaints and handles inquiries from residents regarding all issues relating to the occupancy of the units and related services.
- Monitor the condition of the property to insure the health, safety, and security of the residents, guests, vendors and employees.
- Ensure that program procedures and all reporting requirements are maintained in accordance with agency standards and HUD regulations.
- Assist in planning, organizing, directing, maintaining fiscal

reporting, and accounting procedures for the site; preparation of budgets, monitor expenditures.

- Establish and maintain a high level of technical expertise in Housing and Urban Development (HUD) regulations.
- Coordinate with other social agencies and entities in the community to provide additional resources to residents.
- Counsel residents and make referrals to the Resource coordinator as needed.
- Assist the Property Manager in rent collection procedures, evictions, housekeeping, property and move-in/out inspections, issuance of work orders, filing, resolving tenant complaints and duties as assigned.
- Order and maintain administrative supplies.
- Perform other duties as assigned.

### Minimum requirements

- High school diploma or general education degree (GED).
- education and experience is adequate.
- Requires one (1) year of experience and/or training in public or private property management, retail customer service, bank teller or working in social service setting.
- Possess valid Oklahoma driver's license
- Public Housing Manager (PHM) or Certified Occupancy Specialist (COS) certificate is desired.

### To apply

Qualified candidates should submit a resume, cover letter and salary requirements to [hr@tulsahousing.org](mailto:hr@tulsahousing.org) or fax to **918-581-5721**. You may also apply online at [tulsahousing.org](http://tulsahousing.org).

*Applications and resumes may be mailed to:*  
Tulsa Housing Authority  
Attn: Human Resources  
415 E. Independence  
Tulsa, OK 74106

### About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

#### Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

*THA is an equal opportunity/affirmative action employer. We perform criminal background checks and drug testing. Men, women and THA residents are encouraged to apply.*