

Career Opportunity



Leasing Assistant

Salary

\$14.77/Hour

Department

Affordable Housing

Reports to

Property Manager

Closes

Until filled

Internal candidates must have an internal application turned in to HR by 4 p.m., Thursday, October 18, 2018.

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).and one (1) years related experience and/or training; or equivalent combination of education and experience.
- The types of jobs where related experience may be found are: Retail customer service, Bank teller, public or private property management and volunteer service agencies.
- A Public Housing Manager (PHM) or Certified Occupancy Specialist (COS) certificate is desired.
- Possess valid Oklahoma Driver's License

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or fax to **918-581-5721**. You may also apply online at 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.

