

**Assistant Property Manager**

Ithaca Housing Authority - Ithaca, NY

Starting annual salary range -\$32,240.00 – \$34,320.00- Full-time

Working in the Ithaca Housing Authority's Public Housing Dept., which provides housing to low-income individuals and families, duties include assisting with the daily management of public housing properties, including leasing, marketing, re-rental of vacant units, minimal housing inspections, lease compliance by tenants, resolution of tenant complaints, eligibility determinations, rent calculations, face-to-face interviews, etc. in accordance with federal rules set forth by the U.S. Dept. of Housing and Urban Development.

Excellent benefits including affordable health and dental insurance, NY Deferred Compensation Program, NYS Retirement System, and generous paid leave. Civil Service position. EOE. Application and job descriptions may be obtained at the Ithaca Housing Authority offices at 800 S. Plain St. or [www.cityofithaca.org](http://www.cityofithaca.org). Please return application to Ithaca Housing Authority, 800 S. Plain Street, Ithaca, from 8:30am-3:30pm.

**Application deadline: June 29, 2018**

**Job Requirements**

Must have NYS Class D license. Proficient with Microsoft Windows, Office, Outlook. Ability to communicate effectively, both orally and in writing. Ability to analyze facts and information and apply them against established eligibility criteria. Ability to work successfully with and serve a diverse local community, good judgment, tact, patience, accuracy, physical condition commensurate with the demands of the position. Must pass criminal background check and drug screening.

**Qualifications:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Human Services, Psychology, Sociology, Education, Business Administration, or a closely related field with similar course curriculum; or
- B. Graduation from a regionally accredited or NYS registered two-year college with an Associate's degree in Human Services, Psychology, Sociology, Education, Business Administration, or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human service or community agency in a capacity involving the provision of direct program services to clientele; or
- C. Graduation from a regionally accredited or NYS registered two-year college with an Associate's degree in Human Services, Psychology, Sociology, Education, Business Administration, or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working in rental property management or housing placement in a capacity which involves the approval, evaluation or coordination of rental agreements, leases, assessments of habitability or similar work; or
- D. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human service or community agency in a capacity involving the provision of direct program services to clientele; or
- E. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time or volunteer equivalent, working in rental property management or housing placement in a capacity which involves the approval, evaluation or coordination of rental agreements, leases, assessments of habitability or similar work; or
- F. An equivalent combination of training and experience as defined by the limits of (A) through (E) above.