

## SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street  
Springfield, IL 62703

### Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

## MANAGEMENT ASSOCIATE

*Full-Time Position/Salary: Negotiable*

### **EDUCATION & EXPERIENCE:**

Associate's Degree; over (6) months experience in a clerical position requiring public contact; or any equivalent combination of training and work experience that provides the necessary knowledge, skills and abilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of U. S. Department of Housing and Urban Development Federal Regulations as they relate to Public Housing programs, policies, and procedures; Knowledge of general Federal, State, local, and public housing building, health, safety, sanitation, and energy conservation codes and ordinances; Uniform Physical Condition Standards (UPCS) or other standards, processes, procedures, policies, and regulations; Knowledge of lease enforcement and maintenance supervision; Knowledge of occupational hazards and applicable precautionary measures; Skill in organizing; planning, monitoring, and following-up as necessary; Skill in performing mathematical calculations quickly and accurately; Skill in the proficient use of office equipment, computers, and software; Skill in typing 40 WPM with accuracy; Skill in maintaining accurate and complete public housing records, documentation, and reports; Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to assess and evaluate problems, and have capacity in determining priorities; Ability to communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, and co-workers) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver.

### **DUTIES & RESPONSIBILITIES:**

The incumbent answers all incoming telephone calls and assist with general questions or concerns; receives and documents all work orders from residents and routes to appropriate members of the maintenance staff; maintains monthly activity schedules and newsletters; serves as a liaison between the Asset Manager and housing residents, between the SHA and Resident Council, and between maintenance and residents; investigates and identifies all relevant services available for residents of backgrounds; assists the Accounts Receivable Clerk in all aspects of delinquent rent collections as needed; performs unit inspections for all existing public housing units and non-dwelling units ensuring that units are in compliance with Federal, State, UPCS, and local housing and building codes; reviews, reports, and monitors buildings daily to ensure they are clean, sanitary, and safe; maintains monthly tenant activities; and process necessary paperwork and documentation relative to overall tenant lease requirements, generating failed inspection/non-compliance to lease letters, processing residents for lease termination, and follow-up as necessary; and acts as an advocate for residents with service agencies.

### **APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Employment applications are available on the SHA Website

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below:

[https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?TrackId=\[MyTrackingId\]&ApplyToJob=184752450](https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?TrackId=[MyTrackingId]&ApplyToJob=184752450)

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 7/12/2023 – 7/21/2024

*This position will remain open until filled*

County Residency is required within one year of employment

**The Springfield Housing Authority is an Equal Opportunity Employer**