

AMP COORDINATOR

Butler Metropolitan Housing Authority is accepting applications for the position of AMP Coordinator. The position is responsible for performing various duties related to housing occupancy, rent determination and collection, resident relations, and office procedures for the Housing Authority's developments.

ESSENTIAL FUNCTIONS:

Follows HUD regulations and current ACOP policy. Responsible to complete the annual and interim recertification processes; obtains all 3rd party verifications per HUD regulations and current ACOP policy and enters in system. Requests applications from the Intake Specialist; interviews prospective residents; offers units and signs leases, explaining lease agreement, grievance procedures, etc. Schedules move in inspections with UPCS inspector. Maintains the directory of new residents and removes names of vacated residents. Performs receptionist duties as needed, including applications. Prepares leasing reports. Receives and enters rental receipts. Coordinates security pertaining to parking permits, parking tickets and towing.

QUALIFICATIONS:

High school diploma or equivalent with one (1) to two (2) years of Public Housing Experience. Must possess or obtain within one (1) year Certified Occupancy Specialist and/or Eligibility and PH Rent Calculation certifications. Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection.

Salary \$44,948.80 - \$50,918.40

Minorities and Veterans are strongly encouraged to apply.

Applicants may apply via fax 513.896.9381, email to mveal@butlermetro.org, website www.butlermetro.org; or mail to the address listed below.

Butler Metro Housing Authority
Attn: Human Resources Department
4110 Hamilton-Middletown Rd
Hamilton, OH 45011-6218

No phone calls will be accepted.

BMHA is EOE