

**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 from an accredited college or university; ability to type 40 wpm; must be able to write legibly; ability to make arithmetical calculations and tabulations; perform according to standard procedures; should have pleasant mannerisms, appearance, voice, and should be able to deal courteously and efficiently with the staff and public.

Must have a minimum of six months experience in a clerical position requiring public contact; must have demonstrated the ability to establish good rapport with residents and visitors through conversations either on the telephone or walk-ins.

**DUTIES & RESPONSIBILITIES:**

Answer all incoming telephone calls and assist with general questions or concerns. Receive and document all work orders from residents and route to appropriate members of the maintenance staff. Serve as a liaison between the Springfield Housing Authority and the Resident Council. Investigate and identify all relevant services available for residents of backgrounds. Assist the Accounts Receivable Clerk in all aspects of delinquent rent collections as needed. Serve as liaison between residents and Asset Manager as needed. Inspect property, which include grounds, units, and common area on a daily basis. Contribute to team efforts by performing duties and responsibilities as required or assigned.

**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: 3/1/2019 – 3/11/2019

*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**