

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:

Assistant Asset Manager

Full-Time Position

Salary: \$46,130.00-69,169.00 commensurate with education and experience

POSITION SUMMARY:

The incumbent serves as a liaison between the Asset Manager and housing residents; 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; process necessary paperwork and documentation relative to overall tenant lease requirements; is responsible for the intake and follow-up of Public Housing applications; caseload management and monitoring of Public Housing participants which includes, but is not limited to, conducting interim and annual re-certification of participants, making rent adjustments based on information received and verified, interacting with clients and landlords, planning, following-up on inquires, and processing case load management documentation and reports, calculating rent, filing, typing, and computer input.

EDUCATION AND EXPERIENCE:

- Associate's Degree in social services; over (6) months experience in a clerical position requiring public contact; and two (2) years of experience in social or community services, case management, or related field; or any equivalent combination of training and work experience that provides the necessary knowledge, skills and abilities;
- Tax Credit Specialist Certification required within one (1) year of employment.

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 (NSPIRE) 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.; Skill in caseload management; planning, monitoring, and following-up as necessary.; 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.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. 11th Street
Springfield, IL 62703

Via e-mail: wendym@sha1.org or fax: 217-753-4421

Pay and benefits information, and employment applications are available on the SHA Website:www.springfieldhousingauthority.org
and by clicking on the link:

https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=755195079&full_apply=&jobid=755195079

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

Posting Dates: 1/30/2026-2/9/2026

This position will remain open until filled

The Springfield Housing Authority is an Equal Opportunity Employer