SAN CARLOS HOUSING AUTHORITY

Human Resources Department

110 Geronimo Drive | PO Box 740 Peridot, AZ 85542

Telephone: 928-475-2346 **Fax:** 928-475-2349

JOB ANNOUNCEMENT

POSITION TITLE: Office Manager

JOB ANNOUNCEMENT: #2026-191

OPENING DATE: October 15, 2026

SALARY: DOE

CLOSING DATE: October 28, 2026

LOCATION: Peridot Office

Job applications are available at Peridot, Tufastone, Bylas Sub-offices or can be mailed or emailed upon request.

Applications are due in the Peridot Office at 4:30 p.m. on the closing date no exceptions.

Nature of Position:

Works under the direct supervision of the Senior Housing Manager, manages the public rental and mutual help/homeownership residential units. Responsible for supervising the management staff. Ensures compliance with SCHA/HUD/NAHASDA policies, rules, and regulations in implementing the administrative and occupancy relation function of the housing project.

DUTIES AND RESPONSIBILITIES:

- Supervises office staff
- Implements new program regulations, directives or policies
- Conducts regular staff meetings
- Evaluates staff work performance
- Trains staff
- Recommends staff improvement, development and training
- Receives and handles complaints and when applicable refers to appropriate staff or office.
- Prepares monthly progress reports
- Coordinates or participates in meetings with tenants, community or other organizations
- Prepares correspondences
- Audits annual recertification for mutual help
- Warranty inspections
- Strives to continually improve project operations
- Maintains confidential client information
- Motivates staff and residents
- Exercises creative thinking processes in reaching viable solutions to project and staff concerns or complaints
- Produces monthly department activity reports according to pre-established format (both manual and computer reports); submits to the Senior Housing Manager
- Refers tenant grievance hearing to the Senior Housing Manager

- Assists with collections by serving notices
- Presents court referrals of legal evictions to the Senior Housing Manager
- Assists the Senior Housing Manager with preparing tenant documentation for submission to the court for eviction or other related cases
- May attends court hearings on evictions or termination of MHO and Low Rent Lease Agreements with the Senior Housing Manager
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Education/Experience:

1. A Bachelor's degree in Business Administration, Public Administration, or related field.
2. Four years administrative, managerial, or supervisory experience, preferable in Indian Housing management.
3. Must have good communication with the public.
4. Must be computer literate/proficient.
5. Experience in administrative and office support setting, able to multi-task.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of management principles and theory: of housing policies governing Indian housing programs, of building/residential unit management and practices, of office administration and supervisory techniques, of basic accounting principles, of available local resources.
2. Ability to interpret HUD policies, rules and regulations governing Indian housing programs and NAHASDA.
3. To plan organize and coordinate the multiple priorities: of a project office, to establish and maintain effective working relationship, to communicate effectively orally and in writing, to exercise good judgment and initiative in decision making, to supervise and motivate others, possesses effective leadership skills

ADDITIONAL REQUIREMENTS

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must be insurable under SCHA vehicle insurance