

ASHEBORO HOUSING AUTHORITY

JOB OPENING: Special Programs Manager

July 14, 2026

If you would like to apply, please submit an Employment Application to Stephanie Albright, Director of Housing Services
salbright@asheboroha.org

Open Until Filled

Position Description

Summary

The primary purpose of this position is to manage AHA's designated elderly public housing units and nonprofit residences; CASPN, Wainman, and Brenlin Homes by serving as the main contact for residents and applicants, and performing major administrative tasks that ensure continued efficient operations. The incumbent also serves as the administrative secretary to the Board of Commissioners for the Authority, CASPN, Wainman, and Brenlin Homes.

All activities must support the mission, strategic goals, and objectives of the Asheboro Housing Authority ("AHA" or the "Authority") and its corporate subsidiaries.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Manages designated elderly public housing, CASPN, Wainman, and Brenin Homes housing programs.
- Maintains database of applications and waiting lists; verifies accuracy of all related documents; determines eligibility of new applicants and confirms continued eligibility by conducting appropriate checks, including income verification, background checks, and reference checks.
- Conducts interviews and prepares necessary paperwork for move-ins, transfers, interims, and recertifications; calculates and adjusts rent; communicates charges and adjustments to residents, completes move-in inspections and special inspections; generates work orders as needed.
- Enforces lease compliance, investigates potential violations, meets with violators to communicate the nature of the issue and steps required to rectify, and performs follow-up to ensure that compliance has been achieved.
- Prepares information for hearings such as evictions and money-owed cases; attends hearings held by the Authority, District Court, and/or Small Claims Courts.
- Collects and tracks resident payments; negotiates debt repayment schedules as needed; records and deposits payments, preparing bank drafts accurately and completely.
- Mediates resident disputes, responds to resident grievances, and escalates issues to AHA management as appropriate.
- Coordinates move-out processes; prepares associated paperwork; communicates with designated AHA staff regarding vacancy inspections and any necessary follow-up work; transfers utility services upon move-out.
- Maintains accurate and updated files for current and past residents.
- Generates, reviews, and completes EIV Reports.
- Facilitates the review of CASPN Homes by North Carolina Housing Finance.
- Schedules and coordinates building inspections and service appointments; maintains records of insurance certificates and property tax receipts.
- Maintains marketing plans for each program.
- Provides administrative support to the Board of Commissioners of: Asheboro Housing Authority, Wainman Homes, Brenlin Homes, and CASPN Homes.
- Prepares Board agenda and meeting materials (e.g. budgets, reports, and resolutions) based on information provided by Department Heads; prepares Board meeting room for meetings; maintains roster of passed resolutions and records of Board minutes.
- Coordinates special events for the Board.
- Maintains information regarding Board term expirations, and requests letters of reappointments.
- Renews AHA's publication subscriptions.
- Performs other duties as assigned.