

December 2017

Job Opening: Property Manager

Specifications: Under general supervision of the Regional Property Manager, administer policies and procedures designed to manage the assigned housing communities, including the physical and social aspects accomplish established Greensboro Housing Authority objectives. Manage the daily operation of subsidized housing communities including occupancy, rent collection, maintenance, resident complaints, lease agreements and informal grievances. Supervise site staff. Work involves participating in the establishment of objectives, operating procedures and budgets concerning eligibility for the housing assistance program and supervision of the maintenance of the property. Employee must exercise considerable independent judgment and initiative in interpreting unusual data, which may affect admission or occupancy. Employee must also exercise tact and courtesy in frequent contact with residents, Authority employees, local officials and the general public. Reports to the Regional Property Manager. Must have Bachelor's degree in business administration, public administration, housing management or related field, and 3 to 5 years of experience in housing management; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid North Carolina driver's license and safe driving record.

Closing Date: December 15, 2017

Complete application on-line at www.gha-nc.org

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing.

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