

May 20, 2021

## ASSISTANT PROPERTY MANAGER – PROPERTY MANAGEMENT

### GENERAL STATEMENT OF JOB

Under general supervision of the Property Manager, recommend and administer policies and procedures designed to manage the assigned housing communities, including the physical and social aspects to accomplish established Greensboro Housing Authority objectives. Work involves providing input to the Property Manager on the establishment of objectives, operating procedures and budgets concerning eligibility for the Project Based Voucher (PBV), Low Income Housing Tax Credit (LIHTC) and Public Housing (PH) assistance programs. Assist with the direction of the maintenance of the property under direct leadership of the Property Manager. Employee must exercise considerable independent judgment and initiative in interpreting unusual data, which may affect admission or occupancy. Employee will also fill-in for the Property Manager in case of absence. Employee must also exercise tact and courtesy in frequent contact with residents, Authority employees, local officials and the general public. Reports to the Property Manager. **MINIMUM TRAINING AND EXPERIENCE**--High School Diploma and/or Bachelor's degree in business administration, public administration, housing management or related field, and 1 to 3 years of experience in housing management; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Special requirement-- Possession of a safe driving record, and valid driver's license issued by the state of North Carolina.

Closing Date: Open until filled

**Complete application on-line at [www.gha-nc.org](http://www.gha-nc.org) and submit your resume to Human Resources, Tracy Willis, HR Coordinator [twillis@gha-nc.org](mailto:twillis@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. GHA participates in E-Verify. To access E-Verify's Participation Posters visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify) and then go to *Publications***

