

Property Manager

Troy Housing Authority (THA) is accepting applications for a full time Property Manager.

This position completes a varied range of tasks in a proper and timely fashion. Manage the day-to day operation of assigned property(ies), in accordance with established regulations and guidelines, and monitor contracted projects at assigned property(ies). Rent properties, collect rent and other charges, make daily deposits, record/post charges, process evictions and make court appearances as needed. Issue and Close work orders. Prepare informational budget for Executive Director, and monitor approved budget for assigned AMP. Prepare reports of activities and fiscal status. Assist and encourage residents to become self-sufficient by referring to programs directed toward self-sufficiency. Coordinate maintenance work through the use of onsite maintenance personnel or contractors. Maintain continued occupancy by minimizing vacant time, contacting individuals on waiting list, leasing apartments. Conduct inspections to ensure compliance with all applicable rules and regulations, and that vacant apartments are ready for occupancy.

Minimum Qualifications

Bachelor's degree in management, business administration, social science area, or closely related field plus 3 years of progressively responsible experience in public housing, or an equivalent combination of education and experience. Experience in property management and experience involving public contact preferred. Must obtain certification as a Public Housing Manager, or equivalent, within 12 months of employment.

Other: Valid Driving License

Ability to be insured under the Authority's vehicle policy

Anyone interested in applying may pick up an application and job description at the THA Administrative Offices located at 201 Segars Street, Troy, AL. THA is an Equal Opportunity Employer and will not discriminate based on sex, religion, age, race, color, national origin, handicapped or disabled status, familial stature or sexual orientation.