

Job Description

The Housing Authority of the City of Troy

Section 8 Multifamily PBRA Site Manager

Summary

Manage the day-to-day operation of Troy Housing Authority's Section 8 Multifamily properties, in accordance with established regulations and guidelines. Assist and encourage residents to become self-sufficient by referring to programs directed toward self-sufficiency. Ensure that 100% continued occupancy is maintained by minimizing unit vacant time, assisting in contacting individuals on the waiting list, and leasing units. Assist and/or conduct inspections to ensure compliance with all applicable rules and regulations, and that vacant units are ready for occupancy. Communicate and coordinate with the Maintenance Supervisor in planning and setting priorities regarding property conditions, work orders, vacancies, and any other needed area regarding the Multifamily units to achieve goals that meet or exceed HUD standards. Brief the Executive Director on all the above-mentioned communication/coordination. Assist in the community to further the betterment of THA residents, as requested by the Executive Director.

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 is preferred.

Other: Valid Alabama Driving License
Ability to be insured under the Authority's vehicle policy
Certification in Multifamily Property Management (Must be obtained within one (1) year of employment)

Troy Housing Authority is an Equal Opportunity Employer and Drug-Free Workplace

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.