

**JACKSON HOUSING AUTHORITY  
JOB ADVERTISEMENT**

**POSITION AVAILABLE:           PROPERTY MANAGER**

**BRIEF JOB DESCRIPTION:**    Manage multiple housing complexes. Supervise the turnover of apartments for move-in, move-outs and transfers in order to ensure that apartments are being occupied and prepared for occupancy in a timely fashion. Insure resident files meet JHA, HUD and LIHTC criteria and contain all required documentation. Approve purchase orders, invoices and check requests, approving employee time sheets and work records. Maintain building systems by supervising maintenance foreman for repairs. Secure property by establishing and enforcing precautionary policies and procedures and responding to emergencies. Compose delinquent notices, eviction letters, rent change notices, and other correspondence as necessary. Receives, investigates, and resolves tenant complaints. Interviews and counsels residents concerning lease violations and offers referrals for financial assistance and any other social service assistance that may help tenant initiate corrective action. Prepares monthly reports. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in business or related field of study. Must be able to understand and interpret JHA & HUD rules and regulations. Experience working in public housing or property management, or an equivalent combination of education and experience. Must possess a valid Tennessee Driver's License, and driving record required. If selected, must pass a post-offer physical examination and drug screening by our designated physician, and be a resident of Madison County within six (6) months of employment.

**DESIRED ADDITIONAL  
QUALIFICATIONS:**           Experience in the use of computers and software applications including MS Word, and MS Excel a plus. Knowledge of office practices, financial record keeping procedures, ability to use tact, discretion, and courtesy in dealing with residents.

**ANNUAL SALARY:**            \$38,280.33

**FINAL DATE OF APPLICATION:** July 25, 2018

**APPLY TO:**                    Jackson Housing Authority  
  ATTN: Property Manager  
  P. O. Box 3188  
  Jackson, TN 38303-0188

**NO PHONE CALLS PLEASE**

**SELECTED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**