

JACKSON HOUSING AUTHORITY

SITE MANAGER

JOB DESCRIPTION

Manage tax credit development in accordance with HUD regulations and tax credit guidelines. Supervise the turnover of apartments for move-ins, move-outs and transfers to ensure the units are suitable for occupancy and residents are selected according to HUD and JHA regulations. Insure resident files meet JHA, HUD and LIHTC criteria, and contain all required documentation. Provide orientation for new residents by reviewing the lease and community rules, and inform residents of policies they need to follow to maintain compliance with the lease. Address all lease violations and work with staff in referring residents to resources to promote a higher quality of living. Promote resident involvement and responsibility to foster a community environment. Assist in the preparation of site budget with the assistance of the financial department. Purchase materials and office supplies for site. Process applications for housing, lease units, rent calculation, collect rent, conduct initial certifications and re-certifications, and perform unit inspections. Ensure efficient operation and maintenance of mechanical systems and all aspects of building and grounds security and cleanliness. Communicate, address and resolve resident and staff issues. Recommend discipline and evaluate property staff. Direct and coordinate the activities of contract personnel to ensure their activities provide a safe living environment for the residents.

MINIMUM QUALIFICATIONS

Associate's degree in business or related field is the minimum requirement. Bachelor's degree preferred with property management experience, budgets, marketing and leasing, with knowledge of strategic planning, human resources and leadership techniques. Proficient in the use of computers and office equipment with software skills in Microsoft Office. Must possess a valid Tennessee Driver's License with a reputable driving record. Must pass a post-offer physical examination and drug screen by designated physician, and be a resident of Madison County within six (6) months of employment.

SALARY - \$29,240.67 - \$35,088.80

SUBMIT RESUME' BY JANUARY 30, 2017 TO:

Jackson Housing Authority, Attention: Site Manager, 125 Preston Street, Jackson, Tennessee, 38301

NO PHONE CALLS PLEASE

SELECTED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER