

PROPERTY MANAGER

The Housing Authority of the City of Annapolis (HACA) seeks a Property Manager that will support the Authority in providing quality, affordable housing for eligible individuals and families based on need and income. As a HACA employee, you will become part of a team that is dedicated to creating and sustaining communities in Annapolis.

Reporting to the Director, Housing Programs, the Property Manager will manage the day-to day operations of assigned property/properties in accordance with established Authority regulations and guidelines. The position enforces leasing agreements and timely rent payments by residents, ensures that all procedures and units are compliant with applicable regulations, and fills vacant units within the acceptable timeframe.

The ideal candidate will demonstrate exceptional skills in customer service and resident relations. The candidate's knowledge and abilities should include experience with public housing.

Duties include, but are not limited to:

- Conducts orientation for new residents, including showing units, explaining the lease, and discussing resident responsibilities, including maintenance requirements. Ensures that proper paperwork is filled out for new residents and inputs into system.
- Monitors all Public Housing files, records, and computer databases, ensuring that they are properly secured and that they comply with HUD regulations and Authority policies. Monitors files for income discrepancies. Identifies clients receiving multiple subsidy assistance, and takes appropriate action. Updates files as needed, retrieving new hire data on new residents.
- Coordinates and monitors proper data entry of 50058's in PIC for Public Housing. Ensures that PIC data of portable vouchers in or out is properly entered.
- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training staff, acting on employee problems, and recommending and implementing discipline.

Education/Experience: Bachelor's Degree in business, public administration, or related field and a minimum of three (3) years of experience in a manager or assistant manager capacity at a housing development. Preference will be given to persons with local experience and demonstrated ties to the Annapolis affordable housing or public housing communities. Must possess a valid driver's license and be insurable under the Authority's plan.

An equivalent combination of education and experience may be considered.

Equal Opportunity Employer / Equal Housing Opportunities

Location: Annapolis, MD. Only local travel may be required.

Organization: Housing Authority of the City of Annapolis (<http://www.hacamd.org/>)

Compensation: Commensurate with experience and qualifications. Comprehensive benefits package included.

To apply: Please e-mail your resume, cover letter, and salary requirements to recruit@humancapitalinitiatives.com with "HACA Property Manager" in the subject line. Please do not contact HACA directly.

To view the complete job description for this position, visit our website at <http://humancapitalinitiatives.com/news-and-opportunities/>.