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METROPOLITAN DEVELOPMENT AND HOUSING AGENCY (MDHA) HUMAN RESOURCES DIVISION EMPLOYMENT OPPORTUNITY

MDHA is a non-profit, public agency serving Nashville and Davidson County. Its mission is to create affordable housing opportunities for Nashvillians, nurture our neighborhoods and build a greater downtown.

All persons desiring to be considered for available positions should submit a resume and application to:

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

HUMAN RESOURCES DIVISION
701 South Sixth Street, P.O. Box 846

Nashville, Tennessee 37202 Fax - (615) 780-7019

www.Nashville-MDHA.org

Personnel@Nashville-MDHA.org

All applicants will be required to submit an Agency application regardless of whether a resume' is submitted or not. MDHA application is available at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

POSITION: MANAGEMENT ANALYST SALARY: \$\$52,426-\$68,153

JOB OBJECTIVE: Under direction of the Director of Affordable Housing, to analyze property operations, conduct research, compile reports, and make recommendations concerning Asset Management practices. Audits tenant accounting operations and performs periodic audits of Resident Associations. Coordinates the department's information technology activities. Ensures properties are in compliance with HUD mandates.

REQUIREMENTS: Two years of general college, with major emphasis on mathematics, computer science, or data analysis; and four years experience in Property Management.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- Assists with special assignments, interdepartmental and departmental; carries out studies and research projects concerning property operations, resident information, rental income, and maintenance activities;
- researches management information needs, makes recommendations, and assists in developing and implementing reporting systems;
- evaluates efficiency of tenant accounting system and prepares appropriate recommendations for improvements;
- knowledgable of Yardi and other housing computer operations;
- develops training programs for the property staff, monitors performance and assists in evaluating efficiency of staff;
- assists in the implementation of information technology systems and system changes in tenant accounting, HUD reports, Management reports, and Management information system;
- reviews and interprets HUD regulations;
- assists with updating operating policies and procedures;
- manages compliance with PIC and EIV systems, HUD Secure Systems, including TRACS, and other local, state and federal regulations.
- other related duties

EQUIPMENT USED: General office equipment and automobile.

SUPERVISION EXERCISED: None

<u>ABILITIES REQUIRED:</u> Knowledge of analytical techniques, ability to analyze problems and recommend new policies, ability to write. Knowledgable of Yardi or other housing computer programs. Ability to handle mathematical and housing related calculations. Ability to learn and apply policies and requirements governing Affordable Housing Operations. Ability to establish and maintain effective working relationships with others. Ability to train other leasing and management staff and to perform necessary administrative functions. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

LICENSES REQUIRED: Valid Tennessee driver's license.

