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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: SENIOR PROPERTY MANAGER SALARY: \$62,833-81,683

JOB OBJECTIVE: Under the general direction of the Director of Affordable Housing, is responsible for the management and operations of a diverse portfolio of properties and performs other related work as required.

REQUIREMENTS: Bachelor's degree in business, real estate, or a related field and seven (7) years multi-family property management experience

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- Monitor physical and financial operations of each property including occupancy, delinquency, marketing and maintenance;
- assists in selecting, training, supervising and directing staff according to the agency personnel policy;
- approve and monitor properties' budgets and ensure the financial health of each property;
- monitor program compliance for tax credit, HUD and other housing programs; monitor and maintain purchasing controls at each property;
- insure compliance with performance of HUD assessment systems;
- review and monitor each site's procurement compliance; create reports for the Director of Affordable Housing;
- monitor each site's operating budgets and take action to ensure each site is profitable;
- review and ensure goals are met and work with property managers to create programs to increase the marketability of the each property; negotiate profitability measure for each property;
- review each site's leasing process to insure the integrity and compliance with rental policies;
- insure compliance with Federal, State and local laws;
- coordinate day to day activities related to site staff and operations;
- ensure effective coordination and communication with central office staff;
- review each site's annual re-examination schedule and ensure compliance with HUD's Rental Integrity standards;
- work with residents to maintain a high level of resident satisfaction;
- participate in capital planning and redevelopment process for each site;
- work with MDHA Security and local police to ensure property safety and security;
- recommend property site improvements, interpret program policies and procedures and implement new programs to remain current in all HUD housing programs;
- serve as back-up to property managers during extended absences;

EQUIPMENT USED: General office equipment, personal computer and automobile

SUPERVISION EXERCISED: Direct and coordinate the work assignments of property managers, office support staff and maintenance staff

ABILITIES REQUIRED: Knowledge of Federal Low Income Housing Tax Credit, public housing, HOME, and other HUD-assisted programs, and conventional multifamiy operations; solid organizational skills with attention to detail; excellent interpersonal skills and ability to lead, direct, coordinate, manage and motivate staff; knowledge of management, general accounting, budget management and procurement policies and procedures; ability to multi-task, manage budgets, oversee facility maintenance and supervise the work of others; ability to make quality decisions; ability to make plans—short and long-term; ability to analyze and resolve problems; ability to meet deadlines and goals; ability to create complex reports and adapt to change; excellent communication skills, both oral and written; ability to establish working relationship with residents, social service partners and governmental officials; must have the willingness, mental and physical ability to perform the duties involved in this classification. 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.

<u>LICENSES REQUIRED:</u> Valid Tennessee driver's license and PHM and/or Certified Occupancy Specialist, or other equivalent certification within one year of accepting position



LAST DATE FOR ACCEPTING APPLICATIONS Tuesday, May 9, 2017 at 3:00 p.m. TDD#252-8599