



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: March 1, 2019
Position Closing Date: March 14, 2019**

Job Announcement

**Position: PROPERTY MANAGER
Salary Range: \$50,131 - \$65,170**

CONTRACT POSITION (May convert to Full-time)

Under limited supervision, to lead, plan, direct and coordinate the property management activities of an affordable housing property and perform other related work as required.

MDHA offers competitive salaries and an amazing retirement program.

Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's degree in Business Administration, Management, Marketing, or Finance from an accredited college or university or a High School diploma with the Certified Apartment Manager designation plus three (3) years of property management and leasing experience. Low Income Housing Tax Credit experience is preferred.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS:

- Ensure curb appeal and safety of the property, coordinate preparation of vacant units;
- Direct the admission process for all applications for housing, manage the leasing process for housing residents;
- Conduct annual reexaminations and interim adjustments to rent timely, accurately and in compliance with HUD's Rental Integrity Standards;
- Supervise day-to-day operations and maintenance of the property;
- direct, control, monitor and evaluate the performance of all other site staff in compliance with the Personnel Policy;
- Maintain the financial health of the property; ensure a "High" performance standard under HUD's assessment system indicators;
- Manage the work of the property in a manner that complies with all applicable Federal, State and local laws, regulations, and MDHA policies and procedures;
- Work with residents to ensure that they receive accurate and timely information, opportunities for input, fair hearings on problems, and support for their ideas and activities, including taking part in the capital planning and redevelopment process for the site;
- Act as an advocate for residents with education, employment, health, or other non-housing service agencies;
- Maintain adequate systems for resident safety and security;
- Recommend improvement in operating policies and procedures, including submitting sample wording for such improvements to the Senior Property Manager;
- Submit weekly, monthly and annual reports;
- Develops marketing plan for property;
- Other duties as assigned or as required by HUD rules and guidance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of management, general accounting, real estate and PBRA HUD Handbook 4350.3 REV-1 and subsequent notices, including rent calculation, eligibility, verification, recertification, tenant screening, and Fair Housing;
- ability to multi-task, manage budgets, facility maintenance and supervise the work of others;
- ability to make quality decisions, make plans, short and long-term; analyze and resolve problems, organize and schedule daily work activities in accordance to housing rules and regulations, meet deadlines and goals, create reports and adapt to change, Excellent interpersonal and computer skills;
- ability to lead, direct, coordinate, manage and motivate staff. Excellent communication skills, both oral and written;
- ability to establish working relationship with low-income 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.

EQUIPMENT USED:

General office equipment, personal computer and automobile.

SUPERVISION EXERCISED:

Supervises other professionals, support staff and maintenance staff.

LICENSE REQUIRED:

Valid Tennessee driver's license, COS and Financial Specialist Certification within one year of accepting the position.

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, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply 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

**Metropolitan Development and Housing Agency
701 South Sixth St.
Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.