



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

**Position Open: December 18, 2019  
Position Closing Date: January 17, 2020**

## **Job Announcement**

**Position: PROPERTY MANAGER  
Salary Range: \$51,885 - \$67,451**

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. Two years of initial lease up experience on a new tax credit property

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:**

#### **Behavioral Skills:**

Ability to effectively lead and manage to maximize the performance of property personnel; thrive under pressure in a fast paced environment; self-directed with the ability to successfully solve problems independently; be fiscally responsible, ability to make sound decisions, establish and maintain good working relationships with others; strong analytical abilities, detailed oriented, ability to manage ever changing priorities (multi-task); communicate well with others (oral and written) with good organizational skills; able to give and receive constructive criticism, and ability to embrace change.

#### **Technical Skills:**

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.

#### **Physical Skills:**

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.

#### **Financial Skills:**

Knowledge of general accounting practices and budgeting; ability to accurately perform mathematical computation, calculate amounts and rates, and the ability to understand financial statements and budgets.

#### **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, Certified Occupancy Specialist (COS) certification, Tax Credit Compliance Certification, Certified Financial Specialist (CFS) or able to attain within one-year of employment.

**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](http://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](http://www.Nashville-MDHA.org)  
TDD#252-8599**

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