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VACANCY ANNOUNCEMENT

ASSISTANT PROPERTY MANAGER

The Brunswick Housing Authority (BHA) is accepting applications for the position of Assistant Property Manager. Under direct supervision of the Public Housing Manager and oversight of the Property Manager. This position is responsible for assisting in the general administration and management of Brunswick Housing Authority properties.

Essential Functions includes, but are not limited to, the following:

- Assist in preparation and monitoring of site budget
- Create and complete work orders for site generated from resident demand and planned, routine work as well as emergency situations
- Assist in monitoring outside service contracts
- Perform housekeeping inspections in compliance with agency policies and procedures
- Maintain tenant files and other documents related to continuing eligibility and annual and interim adjustments
- Enforce all aspects of the lease, including managing delinquencies.
- Process move-ins, complete rental agreements, and verify utility connections
- Show vacant apartments to potential tenants
- Complete move-out inspections and documents both voluntary and involuntary unit vacates
- Accompany extermination contractor on a monthly basis
- Develops and distributes notices to tenants regarding program policies and procedures
- Maintains property office in a neat, orderly and business-like manner; maintains regularly scheduled office hours in accordance with established procedures
- Coordinate with CAPAC officers to provide for the safety and security of residents.

High School Diploma or GED required. Associate's Degree in Social Work, Public Administration, or closely related field from an accredited college or university desired. Minimum of one (1) year property management experience or an equivalent combination of education, training, and experience. Possession of or ability to readily obtain the following certifications: Rent Calculation; Public Housing Management, Enterprise Income Verification System (EIV); Uniform Physical Condition Standards (UPCS); and Fair Housing. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

This a full-time position with an entry rate of \$20.00 per hour (\$41,604.00 annualized). The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package. If you are a motivated individual with a passion for serving people, we encourage you to apply for this position. Please click on the following link to complete and submit the [BHA Application for Employment](#), including your résumé and cover letter. Contact Orah Reed, Director of Human Resources at oreed@brunswickpha.org should you have any questions. This position is open until filled.