



## **NOTICE OF POSITION OPENING**

The Knox County Housing Authority provides high quality, affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. Effective management and the wise stewardship of public funds will be primary considerations throughout.

### **PROPERTY MANAGER – FAMILY SITES**

Management of the day-to day operation of assigned low income public housing in accordance with established regulations and guidelines, including, but not limited to: daily oversight of the operation of the assigned property; execute necessary administrative property management functions (i.e. occupancy of vacant units, collect and record rent and other charges, process evictions and make court appearances as needed); coordinate necessary operational and maintenance functions (i.e. directing onsite maintenance staff or contractors, receive requests for repairs, generate and close work orders); prepare and monitor annual budget; prepare reports of activities and operations; assist and encourage residents to become self-sufficient by referring to programs directed toward self-sufficiency; maintain continued occupancy by conducting inspections to ensure compliance with all applicable rules and regulations; conduct inspections to assure that all equipment is in proper working order and that vacant apartments are ready for occupancy; take steps to ensure safety and security services are provided to residents. The ideal candidate will have previous leadership and program management experience; candidates must be critical thinkers, team builders, and fit the occupational culture of the agency.

A full job description is available online or at the Central Office Cost Center. Interested persons are encouraged to submit an application, resume, and cover letter to KCHA Assistant Director Cheryl Lefler no later than Tuesday, December 26, 2017 by 4:30 p.m. Resumes/Cover letters will be accepted in person, mail, fax, or email. Should applicants have any questions regarding this posting, please contact:

**Cheryl Lefler**

Assistant Director

Knox County Housing Authority

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(309) 342-8129, extension 214

The Knox County Housing Authority is an Equal Opportunity Employer.

