

**SPRINGFIELD HOUSING AUTHORITY**

200 North Eleventh Street

Springfield, IL 62703

**Position Vacancy**

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

**ASSET (PROPERTY) MANAGER**

*Full-Time Position/Salary Range: Negotiable*

**EDUCATION & EXPERIENCE:**

Bachelor's Degree in Operations and/or Public/Business Administration or related fields is required; Masters Degree in Finance or Business Administration is preferable. This position requires at least three (3) years experience as a property manager and supervisor/managing agent of multi-family/senior housing developments. Experience working at a large, multi-faceted organization is highly beneficial. Five (5) years management, supervisory and administrative experience in working with the U.S. Dept. of Housing and Urban Development programs, and/or Section 8 Housing is essential. Experience in contract negotiation, budget preparation, fiscal oversight, analyzing and managing a property portfolio is highly beneficial. At least five (5) years supervising employees is required; and PHM Certification is required within one (1) year of employment.

**DUTIES & RESPONSIBILITIES:**

The incumbent is responsible for the quality of life as well as the physical and financial condition of the assigned property; and the management of low income public housing. Must demonstrate strong cognitive ability in assessing and evaluating problems, have capacity in determining priorities and managing multiple projects commensurate with Housing Authority standards, understand accounting principles to implement site specific budgets.

The incumbent must also have demonstrated skills in lease enforcement, maintenance supervision and budget management. Must have the ability to listen and communicate with a diverse group of individuals and must have excellent communication skills, both verbally and written. Must be able to work flexible hours and be a team player. Must have a valid Illinois driver's license with good driving record, and must be willing to travel, occasionally. Employees will be responsible for compliance with all applicable safety and risk management policies and procedures of the Springfield Housing Authority.

**APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Employment Applications are Available on the SHA Website:

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below  
<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=168003329>

Posting Dates: 3/22/2019 – 4/4/2019

*This position will remain open until filled*

County Residency Required Within One Year of Employment  
**The Springfield Housing Authority is an Equal Opportunity Employer**