

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, accounting, finance, and public/business administration is required; graduate degree in finance, or business administration is preferred. Applicants who do not possess the required education may substitute additional directly related experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. Three (3) years of 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. Department of Housing and Urban Development programs, and/or HCV Housing is required. 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. PHM certification required within one (1) year of employment. Tax Credit, Blended Occupancy, Harassment & Discrimination, HQS Enhanced Visual Inspection, PIC/EIV Basics, and Fair Housing Training and/or certifications required as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to apply Federal, State, local, public sector, and public housing authority budgets, general accounting principles, property management, building, health, safety, sanitation, and energy conservation codes and ordinances; Housing Quality or other processes, procedures, policies, and regulations; Knowledge of and ability for lease enforcement and maintenance supervision; Knowledge of occupational hazards and applicable precautionary measures; Skill in the proficient use of office equipment, computers, and software; Skill in performing complex mathematical calculations quickly and accurately; Skill in typing 40 WPM with accuracy; Skill in maintaining accurate and complete complex records and generating computerized AMP reports; Ability to manage the Asset Management Properties and work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to develop and implement area policies and procedures to improve existing operations; Ability to represent SHA as an executive senior manager; initiate, and maintain positive public and interpersonal relationships; and communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, co-workers, and Commissioners) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to supervise, guide, and train technical, professional, para-professional, and clerical subordinates in the performance of their work; Ability to plan, organize, develop and schedule the workload of assigned staff; Ability to analytically and cognitively assess, evaluate, and solve problems; have capacity in determining priorities and managing multiple projects commensurate with Housing Authority standards; Ability to work flexible hours and be a team player; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver; Ability to travel periodically.

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.

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 and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=168003329>

Posting Dates: 9/13/2023 – 9/25/2023

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer