

February 19, 2010

JOB OPENING
No. JO10-05

Job Opening: Property Manager

Specifications: Plan, recommend, supervise and implement programs to meet the needs of the community. Prepare and submit an operating budget specifying the funds and expenditures, which will be required to achieve proposed plans. Meet with residents, outside agencies and employees to assess feedback and attitudes leading toward general improvement of the communities. Responsible for lease enforcement, occupancy and rent collection goals, lawn care, pest control and janitorial contract compliance. Four years of college with a degree in housing management, business administration, public administration, human services and 3 – 5 years experience in housing management, or equivalent combination of education and experience. Must have valid N. C. driver's license and safe driving record; must have knowledge of low-income housing programs and regulations.

Salary Grade: 23
Salary Range: \$42,592 - \$51,962
Closing Date: February 26, 2010

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance.

Qualified GHA employees and/or residents will be given preference for this job. All applicants must apply directly to the Main Office at 450 N. Church Street or visit our website at www.gha-nc.org. We abide by the Drugfree Workplace Act, which includes pre-employment testing.