

Opening Date: November 20, 2017

Closing Date: December 6, 2017

## **HOUSING MANAGER II**

The Mobile Housing Board is an evolving and transforming Public Housing Authority located in the beautiful port city of Mobile along Alabama's Gulf Coast seeking the right individual to join our management team. The Housing Manager II is responsible for the supervision and administrative work in the management and operation of one or more affordable or public housing development(s). Work is performed under the general supervision of the Director of Asset Management with considerable latitude for independent judgment and decision making in accordance with local, state, federal laws and established guidelines and procedures. The Housing Manager II provides operational and managerial leadership for the assigned development(s) in accepting applications; screening and acceptance of applicants; interviewing applicants; processing and reviewing background checks; executing leases; assigning housing units; rent collections; complaints and requests; reexaminations; occupied home visits; work orders and maintenance; vacant unit inspections all in compliance with Housing and Urban Development (HUD) requirements and consistency with HUD standards.

Thorough knowledge of federal, state and local laws, the Department of Housing and Urban Development (HUD) and other rules, regulations and criteria governing the LIPH program and other related housing management programs; Good knowledge of fiscal and organizational management principles; Good knowledge of administrative and fiscal research, analysis and evaluation methods and techniques; Good knowledge of management principles and practices; Good knowledge of legal requirements related to contracts and contract administration; Experience required in management and operations of a housing program, preferably LIPH; Comprehensive knowledge of RAD and LIHTC programs are highly desired.

Minimum Qualification: Completion of two (2) years of college level coursework in business, public administration, social science, preferably a bachelor's degree from a recognized college or university and a minimum of one (1) year experience in Public Housing or Housing Choice Voucher activities and administration at the level of a Housing Manager I; or a combination of education and experience equivalent to these requirements.

Starting salary range is from \$41k to \$51k based on qualifications and experience. Completed applications and resumes, must be submitted on or before December 6, 2017. Resume cannot be accepted in lieu of required application.

For application information, please contact Kathi Bryant in the Human Resource Office at (251) 434-2321 or e-mail [kbryant@mobilehousing.org](mailto:kbryant@mobilehousing.org)

Mobile Housing Board is an Equal Opportunity Employer