INTERNAL POSTING

PROPERTY MANAGER

The Quincy Housing Authority is seeking a highly qualified professional to manage and oversee the operation of the Authority properties, including family and elderly/disabled developments. The incumbent is responsible for overseeing day to day operations of the developments assigned to him/her and act as the main link between move-ins and move-outs, tenant orientations, rent collections, enforcing resident leases, monitoring vacancy turnovers, unit inspections and maintaining positive relations with residents. Applicant must possess excellent written and oral communications skills, proven take charge and leadership abilities, and the skills necessary to provide management consultation and guidance to residents. Applicants must demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups. The incumbent shall have a bachelor’s degree or five years’ experience in public housing and a valid Massachusetts driver’s license. Property Management experience is preferred. The incumbent must be certified as a public housing manager by a HUD approved training organization within one year of acceptance of the position. A full job description can be obtained by contacting Terry Champion. Salary is $69,615.00 annually. This position is part of the SEIU bargaining unit. An application and resume should be submitted to Terry Champion, Administrative Assistant, Quincy Housing Authority, 80 Clay Street, Quincy, MA 02170 by 4:00 p.m. March 30,2022.