



McDONOUGH
HOUSING AUTHORITY

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Rev. Dr. Edward Lee, *Commissioner*
Charlie Tomlinson, *Commissioner*
Todd Bond, *Commissioner*
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FULL TIME- PROPERTY MANAGER

The Housing Authority of the City of McDonough is seeking an experienced housing professional to serve as its Property Manager. The MHA is a small housing authority with a total of 118 low-income public housing units on three sites. The HA does not operate a Housing Choice Voucher program.

Candidates must possess a range of skills and abilities in order to qualify for the position. Minimum of two (2) years of experience in Public Housing or property management, HUD programs required, Rent Calculation Certification, Public Housing Manager or Occupancy Specialist Certification and EIV Certification preferred; Experience in SACS Software preferred.

Cover letter, resume and three references will be accepted through June 15, 2023 at the information listed below. **No phone calls please.** Candidates are encouraged to review the qualification requirements and submit specific evidence of experience in the above areas. Please submit to:

Alisha Brown, Office Administrator
McDonough Housing Authority
P.O. Box 23
345 Simpson Street
McDonough, GA 30253
Telephone: 770-957-4494
Fax: 770-957-1593
Email: abrown@mcdonoughha.org

Position Summary

The Property Manager is the primary representative of management to the residents and the public. This employee has the direct responsibility for the day-to-day operation of the assigned project. The Property Manager is the management vehicle for implementing all of the policies and procedures established by McDonough Housing Authority (MHA). The PM will report directly to the Executive Director.

Salary- Commensurate with Qualifications and Experience

Equal Opportunity Employer