

**Title: Property Manager**

**Description:** The Arlington Housing Authority is currently seeking a qualified, self-starter to fill the position of Property Manager. The property manager; administers all conventional program waiting lists for selection of qualified applicants; performs screening and income verification of applicants, prepares leases and orientates new residents; conducts unit inspections, schedules maintenance work necessary for timely turnover of vacant units; conducts rent re-certifications for all conventional housing programs; schedules conferences for households with “for cause” lease violations and coordinates with the Authority’s legal counsel for pre-trial procedures for tenant evictions; provides social service referrals for households in crisis; prepares vacancy and turnover reports as required; performs other duties as assigned.

**Salary Range:** Full time position. Salary is commensurate with experience. The Authority also offers a benefit package including vacation and sick days, medical, dental, life, and optional long-term disability insurance.

**Start Date:** Immediately

**Qualifications:** The candidate must possess a strong working knowledge of Microsoft Office and be able to learn other computer software programs as needed. They must have strong written and verbal communication skills, excellent customer service skills, and an attention to detail and organization.

A Bachelor’s Degree in business administration, public administration or a related field, and a minimum of three years of property management experience, preferably in affordable housing, are required. An equivalent combination of education and experience may be considered.

Must have the ability to work with people of various socioeconomic backgrounds.

Bilingual language skills a plus.

**Application:** Resumes will be accepted at the Authority office until the position is filled. Resumes should be sent to: Jack Nagle, Operations Manager, Arlington Housing Authority 4 Winslow Street, Arlington, MA 02474 or by emailing Jack Nagle at: [jnagle@arlingtonhousing.org](mailto:jnagle@arlingtonhousing.org)

The Arlington Housing Authority is an equal opportunity employer.