

## **Brookline Housing Authority - Property Manager**

(Recertification 2 years' experience preferred)

The primary purpose of this part-time, benefit-eligible position (24 hours per week) is to manage all facets of Property Management at the Brookline Housing Authority (“BHA” or “Authority”). The incumbent enforces leasing agreements and timely rent payments by residents, ensures that all procedures and units are compliant with applicable regulations, and coordinates with Maintenance and Applications staff to complete vacancy turn-over within the acceptable timeframe. This position may occasionally require attendance at evening and weekend meetings or events. The Property Manager is responsible for overseeing assigned BHA buildings, ensuring optimal function, safety, and resident satisfaction.

### **Education and/or Experience:**

A bachelor’s degree in business administration, public administration, or related field and a minimum of two (2) years of experience in property management in Public/Affordable Housing and Recertification process preferred. An equivalent combination of education and experience may be considered. Possession of a valid driver’s license and insurability under the Authority’s plan preferred.

### **Technical Skills:**

To perform this job successfully, the employee should have strong computer skills (e.g., MS Word, Excel, PowerPoint, and Outlook). Experience with HUD Secure Systems, EOHLC Online Housing Applications, PHA-Web affordable housing accounting/compliance software systems a plus. Must have the ability to learn other computer software programs as required by assigned tasks.

### **To apply:**

Please submit a resume to [careers@brooklinehousing.org](mailto:careers@brooklinehousing.org). No phone calls. Full job posting available at [www.brooklinehousing.org](http://www.brooklinehousing.org) under “About Us” and “Careers.”

***The BHA is an equal opportunity/affirmative action employer. Females, LGBTQ individuals, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.***