



## **JOB POSTING**

### **Property Manager**

The Housing Authority of the City of Bloomington seeks applicants for the position of Property Manager. This full-time position is responsible for rent calculations, leasing, compliance with program regulations and policies, and management of unit turnaround. The Property Manager is responsible for 280 units of public housing at seven locations in Bloomington.

The position requires a bachelor's degree with coursework in business administration, social science, human services or a related field and a minimum of three (3) years' experience with affordable housing or other housing related programs. An equivalent combination of education and experience may be considered. The Property Manager will be required to work independently, be able to comprehend and apply detailed agency and federal policies and regulations, maintain good tenant relations, and coordinate work with other departments. A valid Illinois driver's license is required. Must be able to obtain a Public Housing Manager (PHM) certification within two years of employment

The anticipated starting salary range for the Property Manager position is \$35,500 to \$42,000, depending on experience and qualifications. A comprehensive benefits package including health insurance and employer-funded retirement plan is also offered.

Qualified candidates for the Property Manager position should submit a resume and cover letter addressed to Rose Oliver, Director of Public Housing, at [kristineg@bloomingtonha.com](mailto:kristineg@bloomingtonha.com) or 104 E. Wood Street, Bloomington, IL 61701. Candidates are encouraged to apply by October 14, 2020, but resumes will continue to be accepted until the position is filled. The Housing Authority of the City of Bloomington is an equal opportunity employer (EOE).