



JOB ANNOUNCEMENT

Real Estate Management & Housing Services Department

Site Assistant - Salishan

Open to the Public

APPLICATIONS ACCEPTED	Until 4:30 pm, Friday, March 12, 2010
FULL SALARY RANGE	\$30,766 - \$48,609
STARTING SALARY RANGE	\$30,766 - \$38,672

POSITION PURPOSE

Under the direction of the Site Manager, assist in the performance of property management tasks designed to ensure that THA properties are safe, enjoyable places to live, efficient to operate, good neighbors, attractive assets to their neighborhoods and fully compliant with all governing rules. This position acts as a resource to residents by responding to resident questions, concerns and/or requests, mediating resident disputes, responding to emergency situations and lockouts and by performing lease enforcement and limited maintenance tasks. Performs general clerical and administrative duties in support of Site Manager including data entry, file creation and file maintenance.

QUALIFICATIONS

Various combinations of education, experience and training may qualify an applicant. The following is a typical way to be qualified:

- High School diploma, GED or equivalent required;
 - Two or more years experience in property management field or related work experience, preferably in social services delivery with families and/or elderly or disabled persons;
 - Two or more years experience with tax credit, multi-family project based Section 8, and/or bond financed properties strongly preferred;
 - Housing authority experience preferred.
 - Working knowledge of all functions and activities related to housing property management;
 - Knowledge of procedures and practices pertaining to the selection process, eligibility criteria, rental and income limitations contained in assisted housing programs, preferred;
 - Knowledge of leasing agreement procedures, interim recertification process, public housing standards and housing quality standards inspection.
-

Interested parties with the proper qualifications should submit:

- Resume
- Salary expectations
- THA application
- Letter of interest

A copy of the THA application and the full job description can be found on the website- www.tacomahousing.org. Position is open until Friday, March 12, 2010. Please send or deliver the requested documents to:

Tacoma Housing Authority
902 South L Street
Tacoma, WA 98405-4037

Fax 253-627-2568

Email: employment@tacomahousing.org

THA is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age (over 40 years old), sexual orientation and gender identity. THA will also reasonably accommodate individuals with disabilities to allow them to apply or to perform the essential functions of the job. Applicants needing accommodation for a disability should make their request to the HR Department at least 24 hours in advance, if possible. (253) 207-4420. Questions, concerns or complaints regarding THA's application of its nondiscrimination policies should be directed to: Civil Rights Compliance Coordinator, 902 South L St, Tacoma, WA 98405; civilrights@tacomahousing.org or 253-682-6212.

TACOMA HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
TACOMA HOUSING AUTHORITY IS A DRUG FREE WORKPLACE