



McDONOUGH
HOUSING AUTHORITY

Gloria Kimble, *Chair*
Todd Bond, *Vice Chair*
Rev. Dr. Edward Lee, *Commissioner*
Charlie Tomlinson, *Commissioner*
Leanette Duffey, *Commissioner*
John Teague, *Commissioner*

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, 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 October 2, 2025 at 10am 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



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Class Specifications

Full-Time Property Manager- September 2025

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MHA is an EOE

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Major Duties and Responsibilities

- Maintain the business office for the efficient operations of the community; ensuring the business office is open and operational in accordance with established guidelines and MHA policy.
- Maintain bulletin board with required documentation.
- Maintain visibility at each of the communities; conduct daily outside inspections to ensure it is maintained according to MHA standards. Drive through communities daily and walk weekly, noting deficiencies and leaving warnings.
- Responsible for all evictions based on MHA policies including, scheduling Grievance Meetings and attending court hearings.

- Assist in planning and implementing safety and security programs, promote residents' involvement, assists in the eviction of violent or criminal residents, and maintain a list of emergency telephone numbers as well as enforce safety and fire prevention.
- Establish and maintain all office procedures, files and records, reports and systems as are needed to manage the community according to the policies and procedures of MHA and HUD regulations.
- Show vacant apartments and sell prospective residents on the desirability of the unit and community to maximize occupancy of assigned project.
- Scheduling of maintenance necessary to maintain the units in accordance with UPCS standards. Initiate work orders and monitor completion to minimize turn-around time.
- Accept applications and screen applicants in accordance with MHA policy; complete lease-up process. Conduct tenant orientation; review and explain lease requirements to help ensure compliance with the lease requirements and occupancy policies. Issue lease violations, conference with residents and initiate the eviction process when needed.
- Create and maintain a waiting list of applicants in accordance with MHA waitlist policies.
- Handle residents' complaints and concerns and make appropriate referrals to outside agencies as needed.
- Identify and recommend improved methods for providing Resident Services, planning and implementing social service programs, reducing operating expenses and maintaining the physical assets of the community.
- Inspect maintenance work to ensure that work orders are completed and the quality of work is acceptable. Submit monthly work-order report to the Executive Director.
- Perform move-in, housekeeping and pest control inspections of all units in accordance with MHA housekeeping policies and UPCS standards. Initiate work orders for repairs and damages as needed.
- Ensure rent calculations, initial, annual and interim recertifications are completed in accordance with HUD regulations and MHA policy. Monitor and track residents to ensure compliance with Community Service and Zero Income requirements; submit monthly reports as required.
- Prepare weekly management and occupancy reports as directed by management. Complete and submit to the Executive Director all required reports by established deadlines.
- Responsible for collecting rent and all financial transactions are handled in accordance with all established procedures and MHA policy.
- Work closely with Office Administrator/Executive Director in creating and implementing marketing strategies to help maintain established occupancy standards.
- **Integrity and Trust** – Show consistency between words and actions.
- Protect confidential and sensitive information.
- Treat all individuals (residents, staff and guest) respectfully, professionally and fairly.

- Demonstrates effective customer relationships.
- **Guidelines:** Guidelines include MHA policies and procedures, HUD guidelines regarding the management and administration of public housing authorities, the Fair Housing Act and other applicable federal, state and local regulations.
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of Housing Authority's public housing program.
- Thorough knowledge of HUD rules, regulations, and policies on leasing and occupancy.
- Knowledge of modern office practices and procedures.
- Knowledge of report preparation techniques.
- Skill to operate personal computer, typewriter, calculator, and other common office machines.
- Ability to physically assess the units.
- Ability to make mathematical computations with speed and accuracy.
- Ability to understand and follow written and oral instructions.
- Ability to maintain moderately complex clerical records and prepare reports.
- Ability to establish and maintain effective working relationships with residents, Housing Authority employees, public officials, and the general public.
- Ability to pass the Public Housing Management Test within one year.

Minimum Education, Training, and/or Experience

The successful candidate can have a minimum of a two-year degree from an accredited college or university and must have a minimum two years of experience in public housing or property management, HUD programs, Rent Calculation Certification, Public Housing Manager or Occupancy Specialist Certification and EIV Certification preferred; Experience in SACS Software preferred. Ability to manage a high workload, multitask projects, and completing priorities, with strong attention to details, excellent organizational skills, and the ability to work well under pressure.