

## Property Manager

Our Property Managers are responsible for directing the daily operations of low-income public housing developments. Tasks involve the coordination of management activities on an assigned property.

**To perform this job successfully, an individual must demonstrate the following competencies:**

- Work effectively with diverse economic population (must be demonstrated at all times)
- Ability to perform mathematical calculations
- Ability to communicate effectively; verbally and in writing
- Must obtain certification from a HUD recognized agency as a Certified Public Housing Manager within (1) year of assuming the position.

**Individuals must have the following qualifications:**

- High school diploma/GED required; supplemented by 60 credit hours of college course work in Public/Business Administration and/or the Liberal Arts.
- 2 years experience in public or private housing management operations; one year of which must have been at a supervisory level. *Additional work experience may be substituted for some educational requirements.*
- Must have a valid Driver's License
- Experience with Microsoft Office

**Interested applicants submit resume as follows:**

Administrative Services  
Housing Authority of Kansas City, Missouri  
920 Main Street, Suite 701  
Kansas City, MO 64105  
E-mail: [agroves@hac.org](mailto:agroves@hac.org)  
FAX: 816-285-4025

Housing Authority of Kansas City, MO is an Equal Opportunity Employer and is a drug and alcohol free work environment.

**POSITION IS OPEN UNTIL FILLED**