

The City of Madison Community Development Authority is looking to hire a Housing Site Manager for our east Madison properties!

As the East Housing Site Manager, you will provide responsible supervisory and administrative work in directing the operations and services of federally subsidized housing programs and facilities. The Site Manager administers and manages the East assigned housing community (277 housing units across 6 locations on Madison's east side), including physical, financial, and social aspects to accomplish established U.S. Department of Housing and Urban Development (HUD) and Community Development Authority (CDA) objectives. The work involves:

- Developing and maintaining effective tenant relations;
- Coordinating facility maintenance and administrative activities;
- Maintaining continued occupancy within the policies and procedures adopted by the CDA Board of Commissioners and consistent with policies, procedures and regulations of HUD.

Employees may be eligible for loan forgiveness through the [Public Service Loan Forgiveness Program](#).

Black, Indigenous, people of color, women, trans, nonbinary, and individuals with disabilities are encouraged to apply. We value the unique blend of lived experiences and diverse perspectives that come from non-traditional education pathways and the variety of transferrable skills each candidate brings to the table. We value diversity, equity, inclusion, and belonging. Even if every item on the job posting doesn't match your experience perfectly, we encourage you to apply and share how your skills and experience can best serve our community.

Examples of Duties and Responsibilities:

- Maintain Federally Required Occupancy,
- Complete Monthly and Annual Reporting,
- Ensure Quality of Life Management,
- Conduct and/or Oversee Inspections/Re-Exams,
- Supervise staff,
- Other duties as assigned

Minimum Qualifications

- Three (3) years of related property management and supervisory experience (e.g., in a large multi-unit site) which involved considerable responsibility for program administration, tenant relations, and lease enforcement; including working with low-income elderly, disabled, various races, and/or vulnerable populations.
- Two (2) years related college level coursework, internships, supplemental training and/or certifications in public administration, social work, real estate or business may be substituted for up to one (1) year of the above property management experience requirement.

OR

Two (2) years experience in applying the following:

- Rental housing management policies and procedures including related tenant-landlord laws, regulations and ordinances and lease administration and compliance.
- Related social service programs associated with the elderly, disabled, and low-income populations.
- HUD Public Housing regulations, LIHTC compliance requirements, and PBV program rules.
- Supervisory principles and practices, labor relations and personnel management.
- Computers and ability to use computer software applicable to the duties of the position, such as Microsoft Word and Excel.

Familiarity with the following:

- Housing programs and regulations as they relate to elderly, disabled, and low-income populations.

The City of Madison strives to provide exceptional customer service to all its residents and visitors. Therefore, successful candidates will have demonstrated ability to effectively work with multicultural communities, and work independently with minimal direct oversight.

Special Requirements

- Possession of a valid driver's license and use of personal vehicle with proof of insurance. Mileage reimbursement is provided in accordance with city policy.
- Must obtain Public Housing Management Certification from a CDA approved training organization (e.g. NAHRO, Nan McKay or NCHM) or ability to obtain certification within six (6) months of hire.

- Must obtain Section 42 Low Income Tax Credit (LIHTC) Certification from a CDA approved training organization (e.g. NAHRO, Nan McKay or NCHM) or ability to obtain certification within 6 months of hire.
- Failure to obtain and maintain both required certifications will result in termination of employment, absent extenuating circumstances.

Physical Requirements:

- Will be expected to physically access all buildings on a particular site including the ability to climb stairs and stand for extended periods of time.
- Must have the ability to perform work in apartments of various conditions including, but not limited to, units with active pest infestations, unsanitary conditions, hoarding conditions, and exposure to second-hand smoke.
- Work will also be performed at a sit/stand desk using standard office equipment
- Must perform occasional lifting of file boxes weighing up to 30 pounds.

Benefits

The City offers a competitive benefits package, including a generous leave package, a variety of insurance options, and non-traditional benefits such as optional pet insurance, a bus pass for all employees, and the possibility of flexible work schedules.

How to Apply

Please visit <https://www.governmentjobs.com/careers/madisonwi> and click on the **East Housing Site Manager** link for more detailed information and to apply!