



## An Exciting and Rewarding Career Opportunity

# Southern Nevada Regional Housing Authority

Announcement Number	Job Title
<b>24-014</b>	<b>Assistant Property Manager</b>
Number of Openings	Compensation (Depending on Experience, DOE)
1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$47,177.93 (Step 1) - \$75,420.80 (Step 20) annually <i>The typical starting range for this position is between \$47,177.93 and \$52,075.29, DOE</i>
Opening Date	Closing Date
<b>March 23, 2024</b> <i>Applications are reviewed on a rolling basis.</i>	<b>April 6, 2024, (or until filled)</b> <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> <li>▪ Complete online an application - to apply click <a href="#">here</a></li> <li>▪ Submit a cover letter and resume</li> </ul> <p style="text-align: center;"><b>Incomplete applications will not be considered.</b></p> <p><i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate <b>must</b> successfully:</p> <ul style="list-style-type: none"> <li>▪ Complete a background investigation which may include: <i>(education, criminal history, credit, fingerprints, and DMV)</i></li> <li>▪ Pass a workplace drug test, within 72-hours*</li> <li>▪ Possess a valid State of Nevada driver's license</li> <li>▪ Possess a clean driving record</li> </ul>

**\*As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.**

Employee Benefits
<p>Pay is only part of the generous total compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer Funded or Employee/Employee-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is currently recruiting <b>Assistant Property Managers</b> to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - <a href="http://www.snvrha.org">www.snvrha.org</a>.</p> <p>If relocating from out-of-state, more than its famous strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes.</p>

Position Summary
<p>The <b>Assistant Property Manager</b> is accountable for assisting with the day-to-day operations of one or more of SNRHA's Affordable Housing properties. This position performs administrative and clerical duties required to assist in keeping the day-to-day operations running smoothly within the assigned site in accordance with established SNRHA policies and Housing and Urban Development (HUD) regulations. The incumbent is responsible for showing units, unit lease-ups, annual lease renewals; lease addendums, delinquent rent collection, move-outs, and processing of weekly and monthly reports all while meeting and maintaining department occupancy and financial goals.</p>

**Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer**  
*SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.*

## Duties and Responsibilities

This announcement is a summary of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Inspects vacant and occupied rental units to ensure properties are operating properly.
- Performs office duties, including updating and maintaining records.
- Schedules third-party vendors to complete major work orders and pest control.
- Shows rental units to prospective tenants.
- Assigns and closes out work orders for maintenance staff.
- Post and mail notices to tenants as needed.
- Enters applications into the background system (Peopletrail).
- Submits eviction paperwork.
- Maintains the waitlist/interest list for properties.

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This position is eligible for participation in the collective bargaining unit (SEIU) representing certain Southern Nevada Regional Housing Authority employees.*

## Minimum Qualifications

Applicants who meet minimum qualifications may be further considered for this position. Applicants should possess the following:

- High school diploma or GED.
- Two (2) years of relevant affordable housing residential property management experience.
- Valid **Nevada** State-issued Driver's License and a satisfactory driving record.
- Excellent communication, conflict resolution, negotiation, problem-solving, crisis management, and organizational skills.

## Preferred Qualifications

Preference may be given to applicants who possess the following:

- Bilingual skills (English/Spanish).
- Prior experience working with a housing authority.
- Prior experience working with affordable or public housing.
- Experience working with vulnerable populations.
- Certifications in Property Management, Fair Housing, Tenant and Landlord Law, and Rent Calculation.

## Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

## Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

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