



Join Our Team
An Exciting and Rewarding Career Opportunity
Southern Nevada Regional Housing Authority

Announcement Number	Job Title
25-028	Property Manager
Number of Openings	Compensation (Depending on Experience, DOE)
Full-Time Opening-Two (2) Positions Monday-Thursday, 7:00 AM to 6:00 PM	Salary Range: \$61,600.45 (Step 1) – \$98,477.39 (Step 20) annually Typical Starting Salary: \$61,600.45 – \$67,995.20 annually, (DOE)
Opening Date	Closing Date
July 30, 2025 <i>Applications are reviewed on a rolling basis.</i>	August 19, 2025 (or until filled) <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">Complete an application online - to apply, click hereSubmit a cover letter and resume <p style="text-align: center;">Incomplete applications will not be considered. <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate must successfully:</p> <ul style="list-style-type: none">Complete a background investigation, which may include: (education, criminal history, credit, fingerprints, and DMV)Pass a workplace drug test within 72 hours*Possess a valid State of Nevada driver's licensePossess a clean driving record

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

Employee Benefits
Pay is only part of your generous compensation package 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/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals under the Public Service Loan Forgiveness (PSLF) program.

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Property Manager to join our team. SNRHA provides affordable housing to low- and moderate-income households through its public housing programs. 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 - www.snvrha.org.</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), a few hours' 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, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Property Manager is responsible for the day-to-day operations of SNRHA's multi-family affordable housing sites, reporting to the Director of Affordable Housing or senior management within the Housing Authority. They perform all duties required to keep everything running smoothly within the assigned site while meeting the department's occupancy and financial goals. The duties listed below illustrate the various types of work performed. Assigned sites could include Affordable, LIHTC (Low Income Housing Tax Credit), RAD/PBV (Rental Assistance Demonstration/Project Based Voucher), Mixed financing, or a combination of any. Exercise supervision over supervisory, skilled maintenance, technical, and clerical staff.</p>
Duties and Responsibilities

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.

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Initiate and review all purchase requisitions, approve and review property invoices, and resolve discrepancies following SNRHA policies. This includes, but is not limited to, procuring all goods and services and move-in and move-out reports.
- Prepare technical and financial reports on the property's operations and activities weekly and Bi-monthly as required by the supervisor. These reports include (but are not limited to) vacancy reports, aged receivable reports, and status reports for assigned property. Prepare and monitor budget(s).
- Show and rent apartments, including, but not limited to, preparing models, showing prospective residents' models, keeping a guest card/log of visitors, reviewing vacancies, notifying applicants of SNRHA vacancies, explaining SNRHA rules and regulations/lease agreement, conducting pre-occupancy unit inspections, conducting move-out inspections, and providing excellent customer service to all current and prospective residents.
- Complete move-in paperwork as required by site financing requirements and complete annual/interim recertifications to ensure compliance.
- Review advertising and implement marketing strategies. This includes but is not limited to Daily Craigslist postings, signage on the property as needed, updating flyers and marketing materials with the most recent specials, and print or newspaper advertising/postings.
- Collect and deposit all monies owed, including but not limited to rent, late fees, resident damages, vending income, and laundry income. Prepare and correspond with residents with outstanding balances, payment agreements, delinquent payments, etc. Monitor payment agreements and take all actions necessary to ensure the collection of outstanding monies owed.
- Provide excellent customer service. Investigate and assist residents with resolving complaints/, grievances, and/or challenges. Enforce lease agreements; notify residents of lease violations; confer with residents regarding violations, as needed; recommend and implement solutions. Prepare and send violation letters to residents as required by the lease and SNRHA policies, and take appropriate action to ensure the continued smooth operation of the property while staying in compliance with tenant-landlord law and SNRHA policies.
- Process and serve preliminary eviction proceedings as SNRHA policies and tenant-landlord law require. This includes, but is not limited to, preparing and serving non-payment of rent notices, preparing necessary court documents, attending grievance hearings, and court hearings as required.
- Inspect grounds, buildings, and common areas daily to ensure they are safe, sanitary, and decent. Monitor conditions and identify any concerns. Coordinate with maintenance to maintain curb appeal.
- Ensure compliance at the site level of all funding programs. This includes but is not limited to third-party site audits, monthly reporting to third-party agencies, rent adjustments, audit of resident accounts, reviewing family income to ensure eligibility, and composition verification. Conducted and coordinated regular physical inspections with maintenance. This includes but is not limited to move-in, move-out, annual, quarterly, periodic housekeeping, and preventative maintenance inspections.
- Prepare required LIHTC paperwork. Complete annual recertifications for LIHTC programs. Post-subsidy rent. Review, maintain, and reconcile HAP and tenant rent accounts.
- Employees in this job classification will be required to respond to "emergencies" and must be able to respond to the call within one (1) hour of the call.

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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

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. Applicants must possess the following:

Education and Experience

- High school diploma or GED.
- Six (6) years of relevant, responsible rental housing property management experience.
- One (1) year of supervisory 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.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

Preferred Qualifications

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Preferred qualifications are desired above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Experience working with affordable housing and diverse residents, including low-income, disabled, and elderly.
- Accredited Residential Manager (ARM), Public Housing Manager, Tax Credit, RAD/PBV, Rent Calculation, LIHTC, AND/OR HCCP, and Blended Occupancy (BOM) certification.
- Fair Housing & Tenant Landlord Law training certificate.

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, and background investigation.

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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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