**Community Manager**

The community manager performs a variety of duties pertaining to the day to day running of Housing Authority Owned Communities.

Duties include the leasing process from determining eligibility for the applicant to move-in, completing annual and interim certifications, calculating rent, determining continued eligibility, walking/inspecting the property and units, managing office functions including effective rent collection, handling customer service issues, ensuring maximum occupancy, initiate and close out maintenance work orders, walks property to monitor overall appearance daily. Escort pest control monthly. Work with the maintenance team and others to ensure the needs of the property are met. **This is not a supervisory position.**

PCHA operates several housing programs which includes: Public Housing, Affordable Housing, USDA Rural Development, and Section 8 New Construction. Must be able to comprehend and adhere to program specific regulations as every program has its own regulations. Ability to understand and complete required computations in order to determine tenant eligibility and rent. May work at various locations within Pasco County.

**Skills Needed:**

Experience and knowledge of managing public housing programs and USDA Rural Development, rent calculations, ability to walk the property on a daily basis. Public Housing Certification preferred (will be required to maintain position and is paid for by employer). Valid FL Driver License, ability to multitask, able to work independently, interpersonal skills, ability to meet deadlines, ability to calculate rent, deduct assets, make informed decisions, and **follow and adhere to strict guidelines as outlined in the governmental programs.**

Must be willing to undergo a level II background check, pre-employment drug screening.

Pasco County Housing Authority is an Equal Opportunity Employer, and a Tobacco and Drug Free work place. PCHA offers competitive salaries, a comprehensive benefit package as well to full-time employees. Our hours are Monday-Friday 7:30am -4:30pm. Please email a resume.