



# KCHA Job Announcement

600 Andover Park West Seattle, WA • 98188 • (206) 574-1100 (FAX) 574-1104  
Please post to KHCA employees, residents and the general public.

## Property Management Specialist—NE Region

Open: 09/18/2009

Closed: 10/05/2009

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently seeking a talented, self-directed Property Management Specialist, with excellent customer service experience, to work in the North and East Region located in Shoreline with travels to Sedro Woolley, WA.

**RESPONSIBILITIES:** Under the direct supervision of the Property Manager, process tenant applications to move in, move out and transfer; prepare paperwork and packets; schedule inspections; enter data into system; process vacates and close out work orders; prepare charges and move out statements for residents. Process annual and interim reviews of tenant eligibility; send out annual review packets; process income and asset verifications by contacting other sources; calculate annual rent; determine resident rent assessment and enter in computer; submit to property manager for approval. Receive, review, screen and process tenant applications, verify all income sources, criminal information, past landlord information, and Homeland Security information, note any missing documentation; request verifications and assemble new housing folders for applicants. Enter maintenance work orders and maintenance supplies into computer systems. Prepare records and process correspondence. Order and receive supplies and materials. Make changes to waiting list; cancel applications; document changes in family situation. May conduct housing orientations and serve as point of contact for residents, applicants and the general public; answer phones, sort and distribute mail, greet applicants, tenants, visitors and perform other duties as assigned.

**REQUIREMENTS:** Work requires a high school degree and two to three years related experience, or an equivalent combination of education and experience. Ability to learn Authority policies and procedures and knowledge of office practices and procedures. Work requires the ability to prepare and maintain records and reports, ability to interpret data and make accurate conclusions of meeting eligibility, ability to perform basic arithmetic calculations, ability to use tact, discretion and courtesy in dealing with diverse tenants, co-workers and the general public a must, ability to maintain and organize files and communicate clearly and effectively orally and in writing; knowledge of basic computer skills such as Microsoft Word, Excel, Outlook and Internet. Ability to complete assigned tasks with competing deadlines and thrive in fast-paced, high volume work environment. Low-income housing and/or Tax Credit and/or HUD experience is not required but preferred. Bilingual skills a plus. Must be organized, detail oriented and prioritize well. Traveling outside the work area with company provided vehicle at least once a week is required. This position is covered by OPEIU/Local 8 union and membership is required upon hire.

**COMPENSATION:** The starting salary for this position is \$18.43 — \$21.17 per hour DOE. The excellent benefit package includes dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b). Positive corporate culture and commitment to a diverse workplace plus more!

**TO APPLY:** Please send cover letter, resume and complete application materials (available in our website @ [www.kcha.org](http://www.kcha.org)) to KCHA, Human Resources, Job #09-26, 600 Andover Park West, Seattle, WA 98188. **This position will close on October 5, 2009 at 4:30pm.**

For future opportunities please contact our job line at (206) 574-1103 or website at [www.kcha.org](http://www.kcha.org). EEO/AA/M/F/V/D.

**An Equal Opportunity Employer**