

## **TACOMA HOUSING AUTHORITY**

### **POSITION VACANCIES:**

#### **MAINTENANCE SUPERVISOR & SITE ASSISTANT & SERVICES CLERK**

**THIS POSTING IS OPEN UNTIL FILLED WITH THE FIRST REVIEW OF APPLICATIONS OCCURRING ON JANUARY 13, 2012.**

### ***Opening doors....Changing futures... at TACOMA HOUSING AUTHORITY***

Are you a person who wants to make a difference in the world? Tacoma Housing Authority (THA) is looking for you to join our Property Management team. THA provides high quality, stable and sustainable housing and supportive services to people in need. It does this in various ways: by helping families become self-sufficient, by strengthening communities and by using its public and private resources efficiently and effectively.

Tacoma Housing Authority is an innovative public housing authority. It develops and manages housing that is affordable, high quality, sustainable, attractive, and suitable to a range of needs and uses. THA owns and manages a 1,500 unit portfolio consisting of multifamily communities, single family homes, high rises for seniors and disabled persons, public housing, and Project Based Section 8 properties. THA has been instrumental in overseeing the development of mixed finance projects. THA is also a Public Development Authority and a Community Development Entity and has been awarded the designation as a Moving to Work housing authority.

## **MAINTENANCE SUPERVISOR**

### **REAL ESTATE MANAGEMENT & HOUSING SERVICES DEPARTMENT**

#### **SALARY RANGE: \$58,784.00 - \$80,699 Annually**

The purpose of the Maintenance Supervisor position is to plan, organize, direct, and supervise the activities of all maintenance staff. The position assists in the preparation of budgets and cost estimates, recommends purchase of maintenance supplies, tools and equipment, and maintains inventory.

This position shall also perform all these responsibilities in service to THA's social justice and business mission to assist low-income households and other customers, and to do so in ways that aspire to programmatic and administrative excellence, and to ensure that THA's properties are safe, enjoyable places to live, efficient to operate, good neighbors, attractive assets to their neighborhoods and fully compliant with all governing program rules.

The successful candidate will have 3-5 years' experience in a public or private organization in a planning, design or construction activity related to residential and multifamily housing, knowledge of state and local building codes and ordinances, expertise in inspection techniques and contract monitoring, 3 or more years in a supervisory capacity, Bachelor's degree preferably with a major in engineering, architecture, building science or planning with emphasis on construction or equivalent experience. *Various combinations of education, experience and training may qualify an applicant.*

## **SITE ASSISTANT**

### **REAL ESTATE MANAGEMENT & HOUSING SERVICES DEPARTMENT**

**SALARY RANGE: \$2,563.83 - \$4,050.75 Monthly**

The ideal candidate will have a high school diploma or GED; 2+ years in property management or related work experience, preferably in social services delivery with families and/or elderly or disabled persons. 2+ years with tax credit, public housing, multi-family project based Section 8, and/or bond financed properties strongly preferred; housing authority experience preferred.

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## **SERVICES CLERK**

### **COMMUNITY SERVICES DEPARTMENT**

**SALARY RANGE: \$2,238.75 - \$3,251.58 Monthly**

The clerk position provides a wide range of administrative and clerical support to help THA to be highly effective and efficient in the assistance it provides to its customers and partners, in the reports it makes to funders and regulatory authorities and in the service it provides to the public.

The Clerk at THA provides a variety of routine clerical support duties including typing and editing correspondence, reports, and related documents. The position also answers phones; file and keep records; enters data in and retrieves data from the computer system; compiles information for reports and provides information and assistance to clients.

This is a fast-paced office which requires exceptional customer service skills, ability to perform well under pressure and stress, and the ability to multi-task. If you are energized by this type of environment, and the opportunity to assist low-income households and other customers, apply for this rare opening at THA today.

## **TO APPLY:**

THA is an Equal Opportunity Employer and all qualified candidates are encouraged to apply. Tacoma Housing Authority offers a generous compensation and benefit package. For more information including a full job description, please visit Tacoma Housing Authority's website [www.tacomahousing.org](http://www.tacomahousing.org). Applications for employment must be submitted through our online

application system at [www.tacomahousing.org](http://www.tacomahousing.org). Emailed, faxed and mailed applications and/or resumes will NOT be accepted for employment consideration.