

# Virgin Islands Housing Authority

**St. Thomas**  
4402 Annas Retreat #200  
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TDD Line: 340-777-7725  
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**St. Croix**  
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Telephone: 340-778-8442  
Fax: 340-773-3054  
TDD Line: 340-778-5245  
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*Office of the Executive Director*

## POSITION VACANCY ANNOUNCEMENT FOR: **PROPERTY MANAGER** Vacancy # 2017 – 006

- **Salary:** \$32,121.26 - \$51,427.21 annually; Exempt - Grade EN-19
- **Department:** Asset Management – St. Thomas
- **Type of Appointment:** Full-Time, Monday - Friday, 8:00 a.m. - 5:00 p.m.
- **Closing Date:** Open Until Filled
- **Number of Position(s):** One (1)-St. Thomas

### **GENERAL STATEMENT OF DUTIES:**

Responsible for the overall property management of site-based occupancy, community management, maintenance, and administrative functions necessary to ensure quality management of VIHA public housing development(s) assigned. Also responsible for maintaining the physical plant in accordance with HUD regulations, requirements, policies, notices, handbooks and VIHA's lease, policies and procedures.

### **MINIMUM QUALIFICATIONS:**

**Education:** High school education or equivalent minimum. Certified Property Manager of Public Housing Management (PHM) required within six months. Certified Manager of Maintenance (CMM) preferred. Bachelor's degree preferred. **Experience:** Knowledge of HUD regulations governing Public Housing Programs. Minimum of six years experience in property management, preferably in the management of federally subsidized housing. Supervisory experience desirable. An equivalent combination of education and experience may be substituted for the above. **Special Skills:** Working knowledge of HUD occupancy regulations or the ability to quickly gain necessary knowledge. Good interpersonal, oral and written communication skills, including the ability to relate well to residents and resident groups. Effective leadership skills; ability to organize workload, delegate tasks, provide guidance to staff and follow-up on all issues related to management of a development. Must demonstrate required proficiency in operating VIHA property management software and Microsoft Excel, Word, Publisher and Outlook. Valid Virgin Islands driver's license and safe driving record.



Employment applications are available at [www.vihousing.org](http://www.vihousing.org), and at the Central Offices on St. Thomas and St. Croix. Interested candidates must submit an application to our Central Offices on either St. Thomas or St. Croix, or mail postmarked by the deadline date to: Virgin Islands Housing Authority; Attention: Human Resources Division, 4402 Annas Retreat #200, St. Thomas, VI 00802-1737. Selected candidates will be contacted.



Robert Graham, CPM  
Executive Director



Date

