CORPUS CHRISTI HOUSING AUTHORITY
NOTICE OF JOB VACANCY
INTERNAL/EXTERNAL POSTING

Job Posting Number: 19-57

Job Title: Property Manager Assistant

Grade:

Opening Date: 12/19/2019

Salary: $1080.00 Bi-Weekly, $13.50 Per Hour

Closing Date: Until Filled

Work Location: La Armada II

Number of Openings: 1

Type of Opening: Full-time 40 hours

Driver's License Required: Yes

Job Summary:

Under the direction of the Property Manager, performs administrative duties of considerable difficulty involving day to day operations of one or more developments. Work requires contact with the public. Performs other duties as assigned.

Requirements:

- Required Education and Experience: High School Diploma or equivalent. , plus one year of experience in property management, to include rent collections, interviewing and meeting with residents.
- Required - Must hold a valid Texas Driver License and maintain a satisfactory driver's record. May operate Authority vehicle while on Housing Authority business.
- Required - Ability to work hours other than 8-5, to include weekends and evenings, in variable weather conditions and overtime as required, meeting Housing Authority goals and objectives.
- Required – Ability to work independently and produce acceptable volume and quality of work under pressure to meet specific deadlines.
- Preferred – Ability to converse in Spanish.

This is an INTERNAL/EXTERNAL position vacancy announcement with consideration open to current employees and the public. (All CCHA employees must have at least six (6) months experience in their current position prior to applying for another Housing Authority position). ***Section 3 participants are encouraged to apply.***

APPLICATION INSTRUCTIONS

Applications must be submitted in writing on the Housing Authority application form to the Housing Authority Central Office at 3701 Ayers St., Corpus Christi, Texas 78415 or they can be emailed to careers@hacc.org. Application forms are available at the central office and on the Authority website @ www.hacc.org. Please be sure that your application is filled out accurately and in detail. Your application must be complete when submitted and include all required signatures. The Corpus Christi Housing Authority reserves the right to disqualify any application that is incomplete. Previous applications will not be considered. Please include a resume with your application.

All job offers are contingent upon the applicant passing a drug test, physical exam, criminal history check and driver record check prior to employment with the Corpus Christi Housing Authority.

In accordance with the Americans and Disability Act, if special accommodations are required, please contact the CCHA Human Resources Department at 361-889-3310

THE CORPUS CHRISTI HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER