

The Grand Rapids Housing Commission is currently seeking a full-time Asset Manager. Exempt: Full time, Mon-Fri, 8 am-5 pm. Responsible for independently managing the operational and program activities of assigned project sites and housing programs. Supervises clerical and maintenance staff. Required: Bachelor's degree in Business or Public Administration. Must have a recognized property management certification and be able to successfully earn the NAHRO Public Housing Certification within six months of beginning assignment. Must have a current Michigan driver's license. Must be able to respond to emergency calls outside regular work schedule. Must be able to use computer software such as word processing, spreadsheets and database; and to work accurately with figures, performing a variety of calculations and providing statistical analysis. Must know federal, state and local rules, regulations and standards related to public housing and real estate laws, federal housing quality standards and local building codes. Salary \$60,204.06 plus benefits. Applications will be accepted June 4, 2019, through June 18, 2019, and may be completed online at www.grhousing.org or picked up at:

Grand Rapids Housing Commission
1420 Fuller Ave. SE
Grand Rapids, MI 49507

An Equal Opportunity/Affirmative Action/E-Verify Employer