



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for

ASSET MANAGER

August 10, 2017

The Position

Under general supervision, the Asset Manager will be responsible for the financial, physical and management performance of one or more housing properties assigned by the Authority.

Position Location

Authority Properties.

PAY RANGE

Starting pay is \$ 21.02/per hour

Merit increases to \$ 29.59/per hour

CONDITIONS OF EMPLOYMENT

This is an Exempt full-time position. The successful candidate will be required to submit to a controlled substance test and complete a criminal history check. Federal law requires evidence of identity and eligibility for employment in the United States.

SELECTION PROCESS

1. Applications will be evaluated to identify those who meet the minimum requirements.
2. Applications will be reviewed to select those candidates best qualified for an oral interview panel. Selected applicants will be notified as to the date and time of the panel.
3. The panel will conduct a comprehensive review of each candidate's technical knowledge and suitability for the position. Subsequent interviews and/or testing may also be required.
4. Prior to employment, thorough reference checks are conducted.
5. Candidates not selected will be notified by mail.

An application may be obtained at 1525 East Ninth Street, Reno, NV 89512-3012 or by download from our website at www.renoha.org. Phone 775-329-3630 TDD/TTY 775-331-5138.

The Reno Housing Authority provides reasonable accommodation during the hiring process. Should you believe that you require reasonable accommodation during the hiring process, you may contact:

Hillary Ratto, Human Resources Specialist
1525 East Ninth Street
Reno, NV 89512
(775) 329-3630

The Reno Housing Authority is an affirmative action employer. It is the policy and the intent of the Reno Housing Authority to provide equality of opportunity in employment for all persons; to prohibit discrimination because of race, color, religion, sex, sexual orientation, gender identity, age, disability, genetic information, military or veteran status or national origin, in all aspects of its personnel policies, programs, practices, operations, and in all its working conditions and relationships with employees and applicants for employment.

THE JOB DESCRIPTION IS LOCATED ON THE
REVERSE SIDE OF THIS ANNOUNCEMENT

**APPLICATION DEADLINE:
Friday, August 25, 2017
5:00pm**