Vermont State Housing Authority

One Prospect Street ● Montpelier, Vermont 05602 ● (802) 828-3295 ● contact@vsha.org

NOTICE OF OPEN POSITION

Site Manager – Central Vermont

September, 2026

About VSHA: Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

Please note that an offer of employment is contingent on a background check. This position is covered by a Collective Bargaining Agreement. Pay Grade 9 - $27.95/hour - $58,136.00/annual

Position:

The Site Manager is responsible for the operation and day-to-day management of assigned residential property portfolio. Depending upon portfolio, properties are funded by Rural Development, HUD Section 8 Housing, HOME and/or Low-Income Housing Tax Credits. Essential functions include:

1. Handling day-to-day site operations of assigned property(ies).

2. Conducting orientation and move-in with all new residents.

3. Conducting move-out inspections and follow-through with necessary actions for resolution of findings; oversee the submission of documentation for damage assessment and/or deposit settlement; ensure units ready for re-occupancy.

4. Conducting annual inspections.

5. In accordance with VSHA policies and procedures, handling all rent collection efforts for late and delinquent accounts, may arrange reasonable repayment plans.

6. Investigating, mediating or otherwise resolving lease violations, incident reports, resident disputes and grievances, conduct informal meetings, as necessary.

7. Assisting in preparing property budgets; responsible for budget compliance.

8. Coordinating with the Director of Maintenance to ensure routine, emergency, preventative and capital needs are completed correctly, on budget and on schedule adhering to: VSHA procurement policies and procedures, and review and approval of payments.

Qualifications and Requirements:

Education - Bachelor's Degree. Experience as defined below may be substituted for education on a year-for-year basis for the Bachelor's Degree.

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Experience: Three years hands-on experience in property management in the public, nonprofit or private housing field; including experience in collections; supervisory experience is preferred.

Skills and Abilities:

1. Organizational, time management, mathematical and writing skills necessary to maintain a large and varied workload, including report generation and correspondence; ability to utilize computer programs, and maintain recordkeeping systems.

2. Knowledge of federal subsidized housing and other property management rules, regulations and procedures; collection techniques; and the ability to make interpretations and correct decisions applying them to work situations.

3. Familiarity with landlord/tenant laws, and federal and state nondiscrimination and accessibility requirements.

4. Working knowledge of basic construction, maintenance materials and building codes.

5. Ability to assess and resolve complex situations, exercise good judgment, courtesy and tact.

6. Strong interpersonal skills and ability to communicate effectively orally and in writing; must exercise a high degree of confidentially, judgment, courtesy and tact; and establish and maintain effective working relationships with tenants/residents, employees, officials, agencies and the general public.

7. Ability to gather information, conduct research and generate reports and work plans.

8. Ability to work independently and provide day-to-day direction to the maintenance, custodial, technical/clerical and contracted operations of the property portfolio.

9. Must be reliable, dependable, and able to handle emergency situations in a logical, level- headed manner; and handle stressful situations with sensitivity, empathy and tact.

10. Ability to work in legal situations and proceedings and conduct informal hearings.

Essential Certifications/Registrations/Licenses:

1. Must possess a valid driver's license, dependable, private means of transportation and carry liability insurance in accordance with VSHA policy.

2. Must have or be able to obtain certifications in Rural Development, HUD, HOME and LIHTC.

3. Where applicable and as required, obtain state of Vermont water and sewer operator certificates.

To Apply: Please email your application materials (resume, cover letter, and application) to careers@vsha.org or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from our website at vsha.org.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.