



Join Our Team
An Exciting and Rewarding Career Opportunity
Southern Nevada Regional Housing Authority

Announcement Number	Job Title
25-037	Assistant Property Manager
Number of Openings	Compensation (Depending on Experience, DOE)
Positions Available: 1 Schedule: Full Time, Monday-Thursday, 7:00 AM- 6:00 PM	Salary Range: \$51,023.02 (Step 1) – \$81,568.03 (Step 20) annually Typical Starting Salary: \$51,023.02 – \$56,319.95 annually, (DOE)
Opening Date	Closing Date
October 23, 2025 <i>Applications are reviewed on a rolling basis.</i>	October 30, 2025 (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
This position is open to both internal and external applicants. Applicants should: - Complete an application online - to apply, click here - Submit a cover letter and resume Incomplete applications will not be considered. <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i>	Upon a conditional offer of employment, the candidate must successfully: - Complete a background investigation, which may include: (education, criminal history, credit, fingerprints, and DMV) - Pass a workplace drug test within 72 hours* - Possess a valid State of Nevada driver's license - Possess a clean driving record

**As a federally funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

Employee Benefits
Pay is only part of your generous compensation package for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals under the Public Service Loan Forgiveness (PSLF) program.

Overview
The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting an Assistant Property Manager to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snrha.org. If relocating from out of state, more than its famous Strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada, also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV), a few hours' drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state income tax, county income tax, inheritance tax, and lower property taxes.

Position Summary
The Assistant Property Manager is accountable for assisting with the day-to-day operations of one or more of SNRHA's Affordable Housing properties. This position performs administrative and clerical duties required to keep the day-to-day operations running smoothly within the assigned site under established SNRHA policies and Housing and Urban Development (HUD) regulations. The incumbent is responsible for showing units, unit lease-ups, annual lease renewals, lease addendums, delinquent rent collection, move-outs, and processing of weekly and monthly reports, all while meeting and maintaining department occupancy and financial goals. .

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

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- Inspects vacant and occupied rental units to ensure properties are operating correctly.
- Performs office duties, including updating and maintaining records.
- Schedules third-party vendors to complete major work orders and pest control.
- Shows rental units to prospective tenants.
- Assigns and closes out work orders for maintenance staff.
- Post and mail notices to tenants as needed.
- Enters applications into the background system (Peopletrail).
- Submits eviction paperwork.
- Maintains the waitlist/interest list for properties.

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*This position **is eligible** for participation in the collective bargaining unit (SEIU), representing certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications help identify candidates most likely to perform successfully in the role. Meeting the minimum qualifications does not guarantee an interview; however, applicants will be further evaluated to determine the extent to which they meet the position's requirements and align with the agency's immediate needs. Applicants should demonstrate the following:

Education, training, and work experience:

- High school diploma or GED.
- Two (2) years of relevant, affordable housing residential property management experience.
- Excellent communication, conflict resolution, negotiation, problem-solving, crisis management, and organizational skills.

Licenses and Certifications

A Valid Nevada Driver's License, or the ability to obtain one
Certificate in Property Management, Fair Housing, and Tenant and Landlord Law.

Physical Ability:

This job requires seeing, talking, or hearing; continuous gripping or feeling with hands; typing/repetitive movement; frequent standing; frequent sitting; frequent reaching with hands and arms; occasional climbing or balancing; occasional walking; occasional stooping, kneeling, crouching, or crawling. Occasionally required to lift/and or move up to 20 pounds. The job requires depth perception.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email from Criteria to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include, but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, and background investigation.

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Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

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