

Maryville Housing Authority is seeking an individual to oversee, plan and organize daily functions of a HUD Multifamily property. This person will receive and processing applications; tenant selection and leasing; preparing and maintaining records and files. Interviews applicants for eligibility, securing and verifying data provided; Fill out application forms, processes applications and determines eligibility; Selects applicants. Enters and updates data in computer, has a working knowledge of basic computer skills. Individual with knowledge of HUD Multifamily and/or subsidize rental assistance is preferred. Qualified applicant must have a high school diploma or equivalent, valid driver license and pass a criminal background. MHA is a drug free workplace; qualified person must pass a pre-employment drug screening. Full benefits, vacation and holiday pay.

Interested Applicants should send a cover letter along with a resume to [jchaney@mhatn.com](mailto:jchaney@mhatn.com) no later than March 15<sup>th</sup>.

Nancy Burnette, Executive Director  
Maryville Housing Authority  
865-983-4958 [nburnette@mhatn.com](mailto:nburnette@mhatn.com)