

The Sevierville Housing Authority is now accepting applications and/or resumes for the position of Housing Manager for Robert S. Howard Village and Eastgate Homes. Work involves maintaining continued occupancy within the policies and procedures adopted by the Authority and consistent with policies, procedures and regulations of the Department of Housing and Urban Development (HUD). Job duties for this position include but are not limited to; assisting with the application process for applicants applying for public housing, managing 145 Low-Income Public Housing Apartments; answering incoming calls, routing calls to the appropriate staff, conducting move-in leases; collecting verification and calculating proper rent; collecting rent payments and generating required reports and making bank deposits; conducting annual and interim re-certifications of residents; conducting yearly inspections of units; interacting with residents to resolve conflicts; obtaining information and determine possible lease violations; issue eviction notices and attending court hearings when necessary to present information; working with Community Police Officers and other agencies; entering monthly utilities; writing a monthly Newsletter for residents; generating several monthly and weekly reports; ordering office supplies. Responsible for coordinating with maintenance for the overall appearance of the grounds and dwelling units.

Employee must exercise tact and courtesy in frequent contact with residents, Authority employees, local officials and the general public.

This position requires a High School Diploma or equivalent, and 3 to 5 years of experience in housing management; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Previous experience in HUD Housing is preferred!

Must have a valid TN Driver's License and computer experience with proficiency in word processing, excel spreadsheet and networking.

Please apply in person, on Indeed or submit resume in an envelope to: Sevierville Housing Authority, Attn: Human Resources, 500 Leo Sharp Road, Sevierville, TN 37862.

The closing date for applications is June 18, 2026. The Sevierville Housing Authority is an equal opportunity employer and does not discriminate on the basis of sex or handicap in its programs or activities pursuant to Public Law 93-112 or 101-336

The Sevierville Housing Authority does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d.)

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance