

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 5/11/2022 DEPARTMENT: Housing

POSITION TITLE: Housing Management/Assistant PROGRAM: Housing Management

POSITION

SUMMARY: Provide housing management services on housing complexes owned or managed by the Agency. Provide assistance to the Housing Director and Program Manager on securing new housing projects implemented, updated or renewed in accordance with the different funding requirements.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt

LOCATION: Park Hills Main Office

GRADE LEVEL / STEP: V AMOUNT: \$15.50 per hr.

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: M-T 36 hours per wk.

QUALIFICATIONS: Must have the ability to understand and complete leases as required by the State and Federal governments. Must have experience required to complete reports submitted to the funding sources. Must be able to site manage different complexes that the agency owns and manages.

TARGET DATE FOR EMPLOYMENT: 6-6-2022

APPLICATION PERIOD DEADLINE: 5-23-2022

BENEFITS: Health and Life Insurance -Retirement

SUPERVISOR'S NAME: Candance Weedman

PERSON MAKING REQUEST: William Tucker

William C. Tucker 05/11/2022 Approved Disapproved
Program Director's Signature Date

Keri McCree 5/16/2022 Approved Disapproved
Executive Director's Signature Date

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.