



City of Salem

Property Management Coordinator (Compliance Focus)

SALARY	\$28.55 - \$39.05 Hourly	LOCATION	360 Church St SE Salem, OR
JOB TYPE	Fulltime-Career	JOB NUMBER	26-0088 SHA-04
DEPARTMENT	Urban Development Dept	ORG	UD Housing Admin
OPENING DATE	07/27/2026	CLOSING DATE	8/16/2026 11:59 PM Pacific

Job Summary

This is a Salem Housing Authority position, which is a separate employer from the City of Salem.

Make an impact:

Do you have experience with affordable housing programs, eligibility determinations, and/or regulatory compliance? Are you a dedicated professional who is efficient, detail-oriented, and passionate about making a difference in your community? Property Management Coordinators play a critical role in helping individuals and families maintain stable, affordable housing by ensuring income certifications are completed accurately. As a Property Management Coordinator, your attention to detail and commitment to excellent customer service directly supports residents while ensuring ongoing program compliance.

This position is an excellent opportunity for someone who enjoys working with a diverse population in a fast-paced, mission-driven housing agency committed to providing quality housing and exceptional service to the community.

This position is part of a flex classification that provides opportunities for career growth and could be filled as a Administrative Analyst I or II, dependent on the chosen candidate's experience. We pride ourselves on a proven track record of providing opportunities for innovation and career development.

Learn and grown:

The Housing Authority of the City of Salem values employees and their professional development and we pride ourselves on providing a great work-life balance. We are committed to growing the capabilities of our people, where you can work with diverse individuals, explore new ways of thinking, and expand your capabilities. We invite you to apply and join our team!

What you will do:

As a Property Management Coordinator, you will be responsible for initial eligibility, income certifications and program compliance for affordable housing properties. You will conduct income interviews, complete certifications, maintain accurate resident files, and help ensure compliance with federal, state, local and agency regulations for Public Housing, Section 8 Project-Based Rental Assistance (PBRA), Low-Income Housing Tax Credits (LIHTC), HOME Investment Partnerships Program (HOME), and other regulated housing programs.

Key Responsibilities Include:

- Complete initial eligibility determinations, annual income certifications, and interim certifications for regulated housing programs.

- Conduct resident interviews to verify, and analyze household income, assets, expenses, and supporting documentation.
- Process household composition and income changes for interim certifications.
- Determine eligibility and ensure program compliance.
- Maintain complete, accurate, and audit-ready resident files.
- Track certification deadlines, follow up on missing documentation and prepare reports related to certification status.
- Explain program requirements and certification processes to residents.
- Coordinate with Property Managers and other staff to resolve eligibility and compliance questions.
- Manage waiting lists, prepare mailings and document responses.
- Prepare files and supporting documentation for internal file reviews and third-party audits.
 - Provide responsive and professional customer service for residents, applicants, and community partners.
 - Occasional overtime opportunities may be available to assist with certification deadlines, special projects, or other department need

What can we offer you for all your hard work?

- 5% Bilingual incentive for qualifying candidate.
- Medical, dental, and vision coverage for you and your family.
- Paid vacation and sick time in accordance with City policies.
- Competitive pay.
- Employer-paid PERS contribution of 6%.
- Opportunity for voluntary pre-tax contributions to a 457b account.
- Health care and dependent care flexible spending accounts.
- Voluntary long-term care.
- Employee wellness program.
- Employee assistance program.
- This position will primarily be working independently at a satellite office. The job duties of this position are performed in-office or in the field at our properties during our standard business hours of 7:30 A.M. to 4:30 P.M. Monday through Friday.
- Most Property Management Coordinators work from satellite offices located at Salem Housing Authority properties throughout the Salem area. Work locations are subject to change based on operational needs.
- SHA offers a comprehensive and equitable base salary within the listed range based on your experience, skills, and education. We encourage you to clearly describe how you meet the minimum qualifications and essential attributes in your application materials. [Learn more about Equal Pay.](#)

What are the minimum qualifications?

- Must pass the pre-employment background check.
- Depending on area of assignment, you may need to pass the pre-employment drug test (including marijuana).
- Must have an Oregon Driver license and have a driving record that meets the SHA of Salem's driving standards.
- Bachelor's degree from a college or university program in business administration, public administration, or a related field depending on area of assignment; and one year of professional administrative level experience involving review, analysis, and preparation of recommendations, development of administrative policies, procedures and systems, or an Associate degree with three years of experience in federally assisted housing programs, low-income housing, rental property management, landlord/tenant relations counseling, and mediation skills; or any combination of education, experience, and training that demonstrate possession of the knowledge, skills, and abilities as listed, and ability to perform the essential job functions.
- Hiring managers do not have access to view resumes as part of the application review process, please make sure to give detailed information in your application that includes your experience, knowledge, skills, and abilities as requested in the supplemental questions and job advertisement.
- Industry standard certifications may be preferred depending on area of assignment.

Preferred Qualifications (Not required to apply):

- Experience completing eligibility determinations and income certifications for affordable housing programs.

- Knowledge of Public Housing, Section 8 Project-Based Rental Assistance (PBRA), Low-Income Housing Tax Credits (LIHTC), HOME Investment Partnerships Program (HOME), or other federally assisted housing programs.
- Professional experience reviewing, analyzing and interpreting financial documents.
- Preparing files for audits, Management and Occupancy Reviews (MORs) or other compliance reviews.
- Bilingual proficiency preferred.

About us:

Salem Housing Authority and the Urban Renewal Agency are separate municipal corporations. The Agency contracts with the City for services and the Authority is led by the Director of Housing within the Urban Development department.

Salem Housing Authority's mission is to assist low- and moderate-income families to achieve self-sufficiency through stable housing, economic opportunity, community investment, and coordination with social service providers. This is a great opportunity to help positively impact your community. Come work in a positive and supportive work environment that enforces a safe workplace, has a culture of teamwork and communication, promotes the organizational values of workplace diversity, equity, and inclusion (DEI), and actively promotes an environment respectful of living and working in a multicultural society.

Salem is the second largest city in Oregon and the capital city. Centrally located in the Willamette Valley, Salem is 49 square miles in size and extends across to counties, Marion and Polk. The community has well-established neighborhoods and carefully preserved historic buildings with wide diversity and a family-friendly ambiance. The city is home to nearly 180,000 residents. For a full community profile detailing demographics and housing statistics, visit the [City of Salem website](#).

The City of Salem organization has eight primary departments: Community Services, Finance, Fire, Enterprise Services, Legal, Police, Public Works, and Community Planning and Development. Several departments also have functional divisions within their department. The City of Salem employs roughly 1,350 talented and dedicated staff members and works collaboratively with five labor unions.

Where can I find out more about the position?

Go to the menu option for Class Specifications and search for [Admin Analyst HA, II](#).

If you would like to learn more about the Salem Housing Authority, please visit our website at www.salemhousingOR.com.

How can I apply?

The City of Salem and Salem Housing Authority invites individuals of all diverse communities and backgrounds to apply for our available job opportunities as we strive to provide the best service to everyone. The City of Salem is committed to providing equal employment opportunities to all and has a culture that values diversity, equity, and inclusion. We believe that by welcoming differences, encouraging new ideas and views, listening to, and learning from each other, we are better able to serve the community.

To apply, click on the green "Apply" button to complete your application. Hiring managers do not have access to view resumes as part of the application review process. Please ensure that the details of your application, including work history, demonstrate how you meet the qualifications for the position.

[Click here to fill out the Section 3 Employment Preference Form \(Download PDF reader\)](#) and submit with your employment application.

Applicants that meet the minimum qualifications as outlined above but not selected for this position may be placed on an eligibility list, and candidates may be hired from the list. Eligibility lists are valid for six months. The City will send email notifications to eligible candidates about potential hiring opportunities so please ensure your email settings accept our system generated email notifications.

You may subscribe for automatic notification of job openings at the City through the Job Interest Cards – sign up today! For more information about employment at the City of Salem, please visit our website at www.cityofsalem.net/jobs.

HOUSING AUTHORITY OF THE CITY OF SALEM STATEMENT OF NONDISCRIMINATION

The Housing Authority of Salem does not discriminate against any person due to disability, race, color, religion, sex, source of income, familial status, national origin, actual or perceived sexual orientation, gender identity, marital status and/or domestic partnership in accessing, applying for, or receiving assistance, or in treatment or employment in any of its programs and activities.

The person named below has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8, dated June 2, 1988):

Jane Kasharina, Compliance Analyst, Salem Housing Authority, 360 Church Street SE, Salem OR 97301
(503) 373-3809 | compliance@salemhousingor.com | TDD users: Dial 711

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For more information about employment at the City of Salem, please visit our website at www.cityofsalem.net/jobs.

This announcement is not an implied contract and may be modified or revoked without notice.

Employer

City of Salem

Address

295 Church St. Suite 210

Salem, Oregon, 97301

Phone

503-588-6102
hrrecruiting@cityofsalem.net

Website

<https://www.cityofsalem.net/jobs>

Property Management Coordinator (Compliance Focus) Supplemental Questionnaire

*QUESTION 1

What is your highest level of education? College degree must be in a related field such as Social Work, business, real estate, etc. We encourage you to include supporting details in your application.

- ☐ High school graduate or GED
- ☐ Some College, no degree
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate's degree
- ☐ N/A

***QUESTION 2**

How many years of experience do you have with professional administration level, involving review, analysis, and preparation of recommendations, development of administrative policies, procedures and systems, or experience with federally assisted housing programs, low-income housing, rental property management, landlord/tenant relations counseling, and mediation skills? We encourage you to include supporting details in your application.

- ☐ No Experience
- ☐ Less than 1 year
- ☐ 1-2 years
- ☐ 3 years
- ☐ 4 years
- ☐ 5 years
- ☐ More than 6 years

***QUESTION 3**

What is your level of professional experience reviewing and verifying financial information, supporting documentation, or resident files; performing calculations; and making eligibility or compliance determinations? Please include supporting details in your application. (

- ☐ No experience
- ☐ Basic: Limited exposure with close supervision
- ☐ Moderate: Performs routine reviews and calculations with some guidance
- ☐ Strong: Independently reviews documentation, performs calculations, and makes determination
- ☐ Advanced: Extensive experience making complex eligibility or compliance determinations

***QUESTION 4**

What is your level of professional experience interpreting and applying federal regulations, agency policies, program requirements, or other established procedures?regulated affordable housing programs? Please include specific examples in your application.

- ☐ No Experience
- ☐ Basic: Limited exposure with close supervision
- ☐ Moderate: Applies established policies and procedures with some guidance
- ☐ Strong: Independently interprets and applies regulations and program requirements
- ☐ Advanced: Interprets complex regulations, develops or writes procedures, or performs quality-control reviews of other employees' files

***QUESTION 5**

What is your level of professional experience managing multiple deadlines and competing priorities while maintaining accuracy and timely completion of your work? Please include supporting details in your application.

- ☐ No experience
- ☐ Basic: Manages routine tasks and deadlines with close supervision
- ☐ Moderate: Manages multiple assignments with some guidance or reminders
- ☐ Strong: Independently prioritizes competing deadlines while maintaining accuracy
- ☐ Advanced: Manages complex, high-volume workloads and consistently meets critical deadlines with minimal oversight

***QUESTION 6**

What is your level of professional experience providing customer service in a housing, administrative, or other regulated environment, including explaining requirements, obtaining documentation, and answering questions? Please include supporting details in your application.

- ☐ No experience
- ☐ Basic: Limited customer interaction with close supervision
- ☐ Moderate: Provides routine assistance and explains basic requirements
- ☐ Strong: Independently explains requirements, obtains documentation, and resolves customer questions
- ☐ Advanced: Handles complex or sensitive situations, resolves escalated concerns, and clearly explains complex regulatory requirements

***QUESTION 7**

This position requires the use of Microsoft Word, Excel, and other software applications to maintain accurate resident records and manage certification workloads. What is your level of experience using computer systems in a professional setting? Please include supporting details in your application.

- ☐ No experience
- ☐ Basic proficiency: Routine documents, email, and data entry
- ☐ Moderate proficiency: Independently creates documents, spreadsheets, and maintains electronic records
- ☐ Strong proficiency: Uses Excel functions, reports, tracking tools, and multiple software systems
- ☐ Advanced proficiency: Extensive use of advanced functions and housing or compliance systems

QUESTION 8

Property Management Coordinators prepare professional correspondence, verification requests, notices, reports, and file documentation. What is your level of experience preparing professional written communications? Please include supporting details in your application. We encourage you to include supporting details in your application.

- ☐ No experience
- ☐ Basic: Limited experience preparing routine correspondence
- ☐ Moderate: Independently prepares clear, accurate professional documents
- ☐ Strong: Regularly prepares detailed notices, reports, or verification requests
- ☐ Advanced: Extensive experience preparing complex, compliance-related documentation

***QUESTION 9**

Indicate your proficiency in languages other than English? Please provide details in your application. We encourage you to include supporting details in your application.

- ☐ English only
- ☐ Basic conversational proficiency
- ☐ Intermediate speaking and reading proficiency
- ☐ Fluent

*** Required Question**