

POSITION DESCRIPTION

TITLE: PROPERTY MANAGER

DEPARTMENT: EXECUTIVE OFFICE

GENERAL DESCRIPTION: The Property Manager is a responsible administrative position responsible for the day-to-day operations of the Housing Developments. Receives and fields calls from residents. Walks the properties to assure the grounds are clean. Responsible for performing technical and administrative work for the Housing Authority.

SUPERVISION RECEIVED: Works under the immediate supervision of the Housing Asset Manager or designee.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Responsible for rent collections, including but not limited to Tenant Accounts Receivables, collection of rent and additional fees, posting and depositing of receivables, approves and reviews account adjustments, account reconciliation and balancing.
2. Works cooperatively with the Director of Operations to insure units are leased in a timely manner.
3. Coordinates with the Finance Department regarding time sheets, rent collection, security deposit reports, etc.
4. Supervises and/or performs certifications including, but not limited to, initial, annual and interim recertification in accordance with the State, Federal and Local regulations and procedures.
5. Prepares weekly/monthly status reports regarding status of public housing units and submits to the Housing Asset Manager for review.
6. Responsible for the leasing up units in a timely fashion.
7. Responsible for housekeeping, emergency, annual and common area inspections.

8. Assists in developing newsletter for public housing developments
9. Responsible for the eviction process.
10. Prepares correspondence as required.
11. Meets with HUD, residents, community and other organizations when necessary.
12. Responds to questions for residents.
13. Supervises and/or maintains applicant, resident and unit files.
14. Meets with residents, applicants and their advocates. Interviews and counsels residents concerning personal and family issues. Makes referrals to appropriate Social and Economic agencies.
15. Meets with applicants and provides orientation for new residents, shows units, explains the lease, and the Admissions and Continued Occupancy policies (ACOP)
16. Prepares leases and documents required as part of the unit offer process.
17. Responsible for enforcing all provisions of the lease. Represents the Housing Authority at court proceedings when necessary.
18. Attends meetings and training as scheduled.
19. Supervises and/or performs marketing and outreach of programs. Insures marketing and outreach is in compliance with Fair Housing regulations.
20. Knowledge of Fair Housing rules and regulations.
21. Performs fraud investigations.
22. Plans with the Housing Asset Manager, Director of Operations, Accounting Manager for budget and priorities for the properties.
23. Maintains on-call status for emergency activities, including, but not limited to, fire and police emergencies.
24. On call 24-hours per day seven days per week.
25. Works closely with Tenant Selection Interviewer.

26. Assists in preparation of budgets.

27. Performs all other related duties as assigned by the Housing Asset Manager.

KNOWLEDGE, SKILLS AND ABILITY:

1. Must be able to handle multiple tasks and prioritize assigned work.
2. Knowledge of Housing Authority procedures and standards.
3. Must project a professional attitude and appearance.
4. Knowledge of basic office and filing systems
5. Sophisticated knowledge of basic office computer software including internet, e-mail systems, MS Word, Excel and Tenmast Software System.
6. Good communication skills and ability to provide quality control inspections.
7. Ability to communicate effectively, verbally and in writing.
8. Ability to relate to the residents, applicants, outside agencies, vendors, and other Housing Authority staff.
9. Ability to handle confidential information in an appropriate manner.
10. Strong mathematical, organizational, administrative and supervisory skills.
11. Bilingual in Spanish and English preferred.

EDUCATION AND EXPERIENCE:

1. Graduation from a standard high school, including or supplemented by courses in business. Bachelor's Degree is preferred.
2. One (1) to three (3) years administrative experience in business or public housing.
3. Any equivalent combination of education training, and experience may be considered.

4. Certification as a Public Housing Manager (within one year).

SPECIAL REQUIREMENTS:

1. Valid Driver's License
2. Must be bondable
3. Must be able to protect client confidentiality

PHYSICAL REQUIREMENTS:

1. Must be physically able to operate a variety of automated office machines, but not limited to, computers, copiers, printers, facsimile machines, telephones, etc.
2. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculation, pencils and legal pad's etc.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

AN EQUAL OPPORTUNITY EMPLOYER