

PROPERTY MANAGER

The Property Manager will inspect the conditions of public housing units or other similar program units; prepare work orders; issue verbal and written notices to tenants regarding rent and charges due, disturbances, etc.; conduct informal hearings to resolve problems; initiate eviction proceedings against tenants; recommend capital improvements to housing projects; supervise subordinate housing authority personnel; calculate rent and charges; and prepare various correspondence.

Essential Functions:

Manages and efficiently operates the assigned housing property within the policies and regulations set forth by the Department of Housing and Urban Development, the York Housing Authority, and other entities that may impose policy and regulation.

Collects and reports rents, security deposits, and other money due the Housing Authority or property from tenants.

Maintains accounting records for collection of rents and other charges.

Maintains a constant review over delinquent accounts, keeps records, and reports delinquencies in accordance with established procedures.

Prepares and maintains all records at the property level, including those of tenant accounts, property control, tenant turnover, condition of units.

Interviews applicants and follows tenant selection procedures/policies.

Coordinates the general maintenance operations by maintaining procedures for reporting calls for services from tenants and by aiding in establishing systematic inspections of units, and keeping unit records of repairs and inspection.

Performs annual inspections on all units and building(s).

Prepares the annual re-examination of tenants to determine if there have been any income or family changes which affects rent status.

Prepares eviction letters and follows through on eviction proceedings.

Encourages and instructs tenants in the proper care and maintenance of Authority or Authority managed property in accordance with the Lease, Housing Authority, and managing entity procedure and policy.

Acts as mediator of tenant related problems and complaints, attempting to aid in reaching effective solutions suitable to all involved.

Assists in maintaining current and accurate data in the management software / computer systems.

Process applications for housing and maintains a waiting list for the project(s) assigned to the Manager (if applicable) to that project.

Requisition supplies as needed for the project(s) for which the Manager is responsible. Communicate with owners if necessary for purchases and contracts.

Prepares monthly Voucher HAP request for funds from HUD through PHFA.

Secures or assures annual contracts for services such as elevator, security, boilers, extermination services, snow removal, etc.

Supervises staff assigned to property.

Secondary Responsibilities and requirements:

Supervises the daily use of project facilities and spaces.

Assists with resident councils.

Assists with planning and implementation of resident initiative programming.

Bi-annually schedules and presents Fire Safety Classes for all residents including the Spanish speaking residents.

Prepares and completes residents' rent rebate applications.

Housing Manager Certification may be required.

Performs related work as required.

Minimum experience and Training:

Three (3) years experience in supervising or performing tasks associated with the management of multi-family residential subsidized or affordable housing communities, property owned, or programs administered by a public housing authority or comparable (low-income) property management agency; OR One (1) year as an Assistant Property Manager or Assistant Section 8 Coordinator; OR Two (2) years as a Management Aide.

Required Knowledge, skills and abilities:

Thorough knowledge of real property management.

Knowledge of management practices of public and private agencies dealing with social problems and community needs.

Knowledge of municipal, state, and federal laws and regulations.

Some knowledge of the methods and principles of social and recreational work and the community organizations related to this work.

Ability to manage and effectively operate a housing authority property or properties.

Ability to effectively coordinate and supervise the various activities related to resident occupancy and property management.

Ability to plan, organize, and supervise the management of housing authority records and reports.

Ability to interpret and administer rules, regulations, and procedures relating to property management.

Ability to establish and maintain effective working relationships with superiors, subordinates, residents, other agencies and the general public.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to operate telephone, calculator, copier, personal computer, 2- way/cell phones, digital camera, etc

Ability to follow safety precautions and to report potentially hazardous conditions to supervisor and staff.

Performance standards:

Mandatory six month probationary period. Reviewed annually after regular status is achieved.

Supervised by:

Director of Residential Services

Attendance requirements:

Exempt position. Normal scheduled work week is 37.5 hours.

Physical Demands/Working Conditions:

Works in a normal office environment working with standard office equipment (such as phone, fax, scanner, and personal computer). Light physical activity required by handling objects up to thirty (30) pounds occasionally and/or up to ten (10) pounds frequently.

In compliance with the American with Disabilities Act, the York Housing Authority will make reasonable accommodation to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities, if it would not impose an "undue hardship" on the operation of the employer's business.

This job description is intended to be sufficient to identify the position and to be illustrative of the kinds of duties assigned to this position. It is not to be interpreted to describe all of the duties performed, or which may be required of employees holding this position.