MCKEESPORT CITY
HOUSING AUTHORITY
AMP 1 - Property Manager
Vacancy

POSTING DATE: January 7, 2020
CLOSING DATE: January 17, 2020

THE PROVISIONS OF COLLECTIVE BARGAINING
DO NOT APPLY IN THE FILLING OF THIS POSITION

VACANCY: Property Manager AMP 1
Class: L0141
Annual Salary Range: $45,000 - $65,000
Location: McKeesport, Pennsylvania
Type Employment: Full-Time, Regular Complement
Work Hours: 8:30AM – 4:30PM

DUTIES: See Attached Position Description

RECRUITMENT METHOD(S):
Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY: 1. Meet the minimum experience and training required for the job:
three (3) years of 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.

2. Be a resident of Pennsylvania.

3. To be considered for promotion without examination, applicants must have or have had regular civil service status in one of the next lower classifications, as follows: Assistant Property Manager, Assistant Section 8 Coordinator, Management Aide

SELECTION CRITERIA FOR PROMOTION WITHOUT EXAMINATION:

1. **Meritorious Service** will be defined as: (a) the absence of any discipline above the level of a written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory” or “fails to meet standards.”

2. Seniority will be defined as a minimum of one year in the next lower class by the closing date of the posting.

HOW TO APPLY: A completed Application for Employment/Promotion, Form SCSC-1, detailing functional work experience.

The above application material must be received or postmarked no later than January 17, 2020, to be accepted. Send completed application materials to:

McKeesport City Housing Authority  
Attn: Steve Bucklew  
2901 Brownlee Ave., 2nd Floor  
McKeesport, PA 15132

To obtain additional information, call (412) 673-3604
McKeesport Housing Authority
AMP 1 - Property Manager - Job Description

Position Summary: The Property Manager of an Asset Management Project (AMP) has the following supervisory responsibilities:

1. All employees assigned to the AMP.
2. The maintenance of all buildings and grounds located in the AMP (work orders, inspections, housekeeping).
3. Safety and welfare of the residents of the AMP.
4. Financial Operations of the AMP (Rent collection, vacancy management, expense management, marketing, budgeting, etc.)
5. Regulatory Compliance (Tenant files, applicant eligibility, reporting, community service, evictions, re-examinations/interims, etc.)
6. Tenant Management (Complaints, transfers, community forums, tenant councils, resident participation funds, community events)

Reports to: Deputy Executive Director – Central Office

 Supervises: Maintenance Superintendent, Assistant Maintenance Superintendent, Unionized Maintenance Staff (Working Foreman, Technicians, laborers), Administrative staff (management aides, assistant property managers).

Job Description: The Property Manager is responsible for efficiently managing the properties, staff, and residents located in the assigned AMP. The work involves a variety of administrative supervisory duties such as: rent collection, property maintenance, tenant management, personnel management, marketing, budgeting, and compliance with federal, state, and local regulations. The Property Manager is expected to manage the properties with support and supervision from the Housing Authority’s Central Office. The Central Office will provide support as follows:

1. Quality and Assurance (Q&A) monitoring visits
2. Ongoing training and supervision
3. Accounting and budgeting
4. Modernization planning and administration
5. Human Resources assistance
6. Management Information Systems (MIS)
7. Procurement
8. Annual Property Inspections
9. Legal counsel
10. Tenant selection assistance

Examples of work performed by the Property Manager and/or their designee:

• Show apartments to perspective tenants.
• Inspect apartments for housekeeping standards
• Review a recently completed maintenance repair for quality assurance.
• Collect rents from tenants.
• Review tenant balances and initiate eviction procedures.
• Initiate procurement for a maintenance repair requiring a contractor.
• Resolve a tenant complaint.
• Testify before the District Magistrate or other Court regarding a tenant violation of the lease.
• Conduct community forums to hear and resolve resident problems.
• Evaluate staff members by completing the annual forms and conducting the meetings.
• Prepare and review monthly/periodic property operation reports (completed/uncompleted work orders, delinquencies, rent collection reconciliations, PIC error reports, REAC inspection reports).
• Manage pest control for problem apartments.
• Insure daily, weekly, monthly property inspections for curb appeal, vandalism, tenant skip-outs, hazards, etc.
• Ensure the security equipment is operational; adjust security equipment clocks for power failure, order additional equipment or special surveillance for criminal problems.
• Manage the community room, recreational areas, and attend community functions (Holiday Party, Community Day Picnic, etc.)
• Conduct an interim rent adjustment or annual re-examination with the resident.
• Perform a periodic inventory of: equipment (office and maintenance), supplies (office, maintenance, cleaning), and forms (Leases, Termination Notices, etc.) to insure that equipment is operational, supplies are adequate, and forms are valid and uniform with other Housing Authority AMP’s.

**Knowledge, Skills and Abilities:**
- Ability to: supervise, train, and evaluate employees.
- Effective written and oral communication.
- Ability to operate a personal computer and utilize computer software.
- Knowledge of generally accepted standards of property management, Low Income Housing Tax Credit (LIHTC), Public Housing, Real Estate Assessment Center (REAC), and property maintenance.
- Ability to walk, stand, sit, climb stairs, or kneel for long periods of time.
- Ability to lift 10 pounds.

**Qualifications:**
- Must be a resident of the State of Pennsylvania.
- Must hold a valid Pennsylvania Driver’s License.
- Must obtain Public Housing Manager Certification within 18 months of employment as Property Manager
- or
- Have a minimum of five (5) years of professional administrative experience in the subsidized housing or residential property management industry.