

**Fayette County Housing Authority
624 Pittsburgh Rd., Uniontown, PA 15401**

**Property Manager – L0141
Vacancy**

**POSTING DATE:
March 8, 2019**

**CLOSING DATE:
March 15, 2019**

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

VACANCY: Job Title: Property Manager
 Class: L0141
 Annual Salary Range: \$33,249 - \$56,698
 Location: Fayette County, Pennsylvania
 Type Employment: Full-time, Regular Complement
 Work Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.

DUTIES: See Attached Position Description

RECRUITMENT METHOD (S):

Applicants must meet one (or more) of the following method(s) to be considered for this vacancy:

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

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.

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 March 15, 2019 to be accepted. Send completed application materials to:

Fayette County Housing Authority
Attn: Trudy Dinardo
624 Pittsburgh Road
Uniontown, PA 15401

To obtain additional information, call Trudy at 724-434-2114.

Fayette County Housing Authority
Job Description

Job Title: Property Manager
Department: Operations
Reports To: Deputy Executive Director
FLSA Status: Non-Exempt
Position Level: N8
Salary Range: \$33,249 - \$56,698
Approved Date:

Summary:

Responsible for the overall management of low income housing properties located in Fayette County in accordance with policies and regulations set forth by HUD and the Fayette County Housing Authority. Also, in accordance with the mission of the FCHA, to provide, promote, maintain, manage and develop, affordable and safe assisted housing for residents of Fayette County, and to do so with a commitment to the highest standard of customer service and integrity.

Essential Duties and Responsibilities:

- Responsible for all aspects of property management
- Maintain physical condition of property by conducting daily site inspections; schedule regular unit inspections and take preventative maintenance measures in accordance with FCHA and HUD policies and regulations
- Prepare work orders for repairs, exterminations, preventive, emergency and routine maintenance
- Responsible for fixed assets and inventory at assigned site(s) per Property Control Procedures
- Fiscally responsible for operating and administrative expenses within budgetary constraints
- Prepare and explain leases and policies including securing all necessary signatures
- Enforce leases firmly and fairly; investigate lease violations and proceed with evictions as needed
- Ensure accurate and timely processing of applications, lease-ups, certifications and annual and interim re-certifications to maintain occupancy expectations
- Create and maintain tenant files in a neat, legible and professional manner
- Communicate effectively and professionally with applicants, residents, staff and representatives of social service agencies
- Establish strong resident relations, including courteous and prompt response to inquiries, as well as identification and resolution of outstanding issues
- Attend Tenant Council meetings to stay informed of tenant matters and activities; encourage resident organization participation and self sufficiency
- Purchase supplies and materials in compliance with the FCHA Procurement Policy
- Prepare monthly reports for Executive Director's monthly report to the FCHA Board
- Performs additional duties and responsibilities as required.

Requirements:

- Maintain a valid PA State driver's license
- Must be available after regular working hours for coverage of emergency maintenance calls
- Must be computer literate and proficient in the use of current Microsoft applications
- Become Certified as a Property Manager within probationary period