

Position Title:	PROPERTY MANAGER	Grade:	19
Reports to:	Director of Housing Operations	Salary Range:	\$40,000 – \$50,000
Department:	Operations	Date:	May 2021

General Statement of Duties:

The Property Manager will plan, organize and supervise the day-to-day management of subsidized housing for low- and moderate-income families. Works in close coordination with the occupancy specialist and supervises maintenance staff. Immediate supervision is received from the Director of Housing Operations.

Essential Job Functions (Illustrative Only):

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise balance the workload.

1. Manages, coordinates, plans, and supervises overall functions of Public Housing properties.
2. Ensure compliance with PIV, EIV, PHAS REAC related goals and objectives.
3. Provides aid to residents in solving social and economic problems when feasible, counsel residents as necessary.
4. Assumes responsibility for the collection of resident accounts.
5. Investigates resident’s complaints and subsequently affects their resolution when possible, to the joint satisfaction of both resident and management.
6. Reviews public housing program files for accuracy and completion to assess the effectiveness of staff performance and identify, develop, and execute additional staff training/education programs.
7. Scheduling of maintenance repairs and ensuring maintenance repairs are handled satisfactorily by contacting residents with completed service requests on a weekly basis.
8. Work with the Director of Housing Operations to develop and on the continued review and updating of Property Management Procedures Manual

9. Prepares or supervises the preparation of required records.
10. Makes periodic inspections of grounds and resident's living conditions and reports of findings for submission to appropriate office and staff personnel.
11. Conducts new tenant orientations. Prepare new leases and secure tenant signatures. Prepare re-certifications lease renewals, interim adjustments, and other documents. Perform beginning inspections as to condition prior to leasing and report to ensure that units are being maintained according to lease.
12. Assures correctness of regular/interim re-exams, conducts interviews on same.
13. Reviews family composition and process transfer request if needed.
14. Supervises space inventory and assures completeness of project files.
15. Assures HUD records are current and processed in a timely manner.
16. Represents SRHA in court when necessary.
17. Promotes resident activities.
18. Performs other duties as assigned and may attend meetings.

Required Knowledge and Abilities:

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1. Any combination equivalent to graduation from a college or university in Business Administration, Social Services, or related fields together with at least three (3) years of experience in housing management is preferred.
2. Proven administrative experience within the field of low- and moderate-income housing management is an acceptable substitute for a college degree.
3. Public Housing Manager Certification, Certified Property Manager or designation is desirable (is required within twelve (12) months of entry into position).
4. Thorough knowledge of housing management practices, principles, philosophies and policies.
5. Ability to maintain effective relationships with residents and co-workers.

Physical Requirements:

1. This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
2. Work requires standing, walking, fingering, and repetitive motions.
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
4. Hearing is required to perceive information at normal spoken word levels.
5. Visual acuity is required for color perception.
6. Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment.
7. Determining the accuracy and thoroughness of work, and observing general surroundings and activities.
8. The worker is not subject to adverse environmental conditions.

Special Requirements:

1. Valid driver's license required and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must supply a criminal background record.

EOE