

## POSITION DESCRIPTION

### PROPERTY MANAGER – Senoia, Union City & Palmetto Housing Authority

Salary Range -\$40,000.00 - \$50,000.00 Plus Benefits

Job open- October 19, 2020- November 19, 2020

REPORTS TO: Director of Operations

**POSITION SUMMARY:** The Property Manager is responsible for the day-to-day operation of assigned properties. This involves managing and coordinating property operations, budgeting, comprehensive and strategic planning, and administrative decision-making, directing maintenance repairs, and supervising the work of others.

#### **ESSENTIAL FUNCTIONS:**

1. Supervises daily leasing and occupancy activities for assigned properties by setting priorities of tasks to be performed.
2. Coordinates interviews with prospective tenants which includes completing application, verifying information, and reviewing eligibility for admission for public housing based on HUD, AHA policies and ACOP policies.
3. Ensures the rent-up of apartments; maintains the waiting lists and lists of housing vacancies.
4. Prepares and maintains documents and forms, including Lease Agreements, income certifications and records of all project transactions; maintains eligible applicant files for assigned units in accordance with HUD regulations and ACOP policies.
5. Shows vacant units to prospective residents.
6. Signs and explains inspection reports and residents' leases.
7. Participates in legal affairs such as eviction proceedings and garnishments and writs; prepares letters, dispossessory warrants and delinquent rent letters.
8. Calculates rent adjustments for incoming and vacating residents; calculates prorated rents based upon rates adopted by the Authority and participates in collecting delinquent accounts.
9. Calculates and/or monitors move-out repair charges, and prepares required move-out letters.
10. Coordinates annual re-exams of residents.
11. Counsels residents who are not complying with policy and/or procedures or who have economic, social, legal, health, or other problems; refers to the social service agencies, as needed, and documents resident files. Maintains cooperative working relationships with other community social services groups.
12. Coordinates community services hours for non-exempt residents with designated agencies in accordance with HUD regulations.
13. Develops and maintains a positive relationship with the Resident Council.

14. Inspects apartments, equipment, and grounds to determine need for maintenance and repairs.

## **Property Manager**

### **ESSENTIAL FUNCTIONS: (continued)**

15. Receives requests for repairs and issues work orders for repairs and to follow up completed work to assure quality meets desired standards.
16. Coordinates the work of staff to ensure that properties are being maintained as attractive safe environments, and repairs are completed timely; maintains technical records and prepares periodic reports on: renovation, maintenance and repair of evacuated apartments, fire damage and repair costs, painting histories, and equipment installations, transfers and disposals.
17. Develops routine maintenance activities, scheduling and inventory control; and implementation and scheduling of preventive maintenance programs.
18. Approves purchasing and receipt of supplies and equipment for maintenance and office.
19. Assists supervisor with preparing budget for properties and adhering to budget to ensure the fiscal integrity of the developments.
20. Counsels and evaluates subordinate employees on a scheduled basis; plans and conducts training for employees; coordinates and occasionally participates in extended hours of work.
21. Submits reports to the PIC (Public Housing Information Center) and resolves errors.

### **RELATED DUTIES AND ACTIVITIES**

1. Ability to operate standard computer equipment, and other office equipment.
2. Ability to learn software used for public housing.
3. Ability to work independently and with little direct supervision.
4. Ability to communicate with confidence, patience and concern.
5. Ability to make decisions regarding adherence to policies and regulations or similar daily matters.
6. Ability to maintain an effective working relationship with subordinates, supervisors, residents, vendors, and social services agencies.
7. Assists in the interviewing process of hiring new staff.
8. Performs duties in a safe manner and actively encourage others to comply with safety rules and regulations.
9. Uses personal vehicle while conducting business for the Albany Housing Authority.
10. General good physical health with the stamina required to inspect buildings, grounds and equipment; and able to lift at least fifteen pounds.
11. Supervises a variety of secretarial/clerical related duties.
12. Performs other related duties as required.

### **REQUIRED KNOWLEDGE AND SKILLS:**

1. Thorough knowledge of the general operations and procedures of Public Housing.

2. Knowledge of the purposes, policies and regulations of the Senoia/Union City/Palmetto Housing Authority as established by the Board of Commissioners and/or as set forth by HUD regulations; and the ability to interpret and make independent decisions based on established guidelines.

### **Property Manager**

#### **REQUIRED KNOWLEDGE AND SKILLS:** (continued)

3. Knowledge of local, state and federal laws governing public and other subsidized housing programs including health and fire regulations, landlord/tenant relationships, leasing of property and evictions.
4. Knowledge of maintenance, grounds care and cleaning equipment, materials, supplies, methods and procedures, with the ability to convey this knowledge, through training, to staff.
5. Knowledge of Planned Maintenance, work order, and maintenance accounting systems.
6. Ability to plan and supervise the work of others, including Assistant Property manager, office personnel, maintenance staff, and temporary personnel.
7. Ability to communicate with confidence, patience and concern.
8. Ability to maintain an effective working relationship with subordinates, supervisors, co-workers, residents, vendors, and social service agencies.
9. Ability and willingness to comprehend diverse ethnic or cultural points of view without personal bias in problem solving situations.

#### **EDUCATION & EXPERIENCE:**

1. Graduation from an accredited four-year college or university with Bachelor's Degree in Business or Public Administration or related field preferred but not required; (persons without a Bachelor's Degree will be considered), and;
2. Four years experience in public housing or property management preferably in a supervisory position, or;
3. Any combination of education and experience that will meet the required knowledge, skills and abilities.

#### **SPECIAL REQUIREMENTS:**

1. Possession of a valid Class C State of Georgia motor vehicle operator's license.
2. Bondable.
3. Certification as a Public Housing Manager or ability to become certified within 3 months of employment.

4.. SACS software preferred but not required.