



JOB POSTING

TO: SHA Staff, Residents, and General Public
FROM: Mal Harrison, Executive Administrative Assistant
DATE: June 22, 2022
POSITION: Property Manager
CLASSIFICATION: Full-Time
OPENING DATE: June 22, 2022
CLOSING DATE: Position posted until desired number of applications received.
TO APPLY: Please apply on our website (<https://selmahousing.com>).

POSITION SUMMARY: Under the direction of the Chief Operating Officer and the supervision of the Intake and Outreach Coordinator, the Property Manager is responsible for the management of public housing complexes. Teamwork and cooperation is paramount for the successful candidate. The Property Manager assists clients from move-in, through reexamination, and until termination of the lease. The Property Manager conducts interim and annual reexaminations, rent increase processing, and family moves (i.e., unit transfers).

MAJOR DUTIES AND RESPONSIBILITIES

1. Maintains a professional image and attitude in keeping the objectives of the Authority and resident's welfare.
2. Maintains compliance with all funding and agency requirements.
3. Works with the waiting list to certify potential tenants, conducts briefing and orientation sessions to prospective tenant's market units to applicants to ensure occupancy in a timely manner.
4. Collects rents, as required.
5. Prepares maintenance billing statements, delinquent account statements, and notices for nonpayment of rent and violations.
6. Receives and responds to tenant or applicant inquiries by phone or visit.
7. Resolves problems and refer issues requiring field follow-up to the Outreach and Intake Coordinator or Supervisor.
8. Prepares new leases and secures tenant signatures.





9. Prepares re-certifications, lease renewals, interim adjustments, and other documents.
10. Performs beginning inspections as to property condition prior to leasing and reports to ensure that units are being maintained according to HUD required housing quality standards.
11. Maintains legible records on each individual client.
12. Documents and reports all issues to supervisor.
13. Maintains and updates data on the computer system.
14. Recommends cases of non-compliance to Outreach and Intake Coordinator for our attorney and provides support with legal proceedings, as necessary.
15. Ensures that our residents adhere to the lease agreement and rules and regulations of the Housing Authority.
16. When necessary, issues lease violations, serves three-day notices for non-payment of rent or other charges and for criminal activity.
17. Responds to all lease violations in a timely manner.
18. Meets with constables to lock out residents who have received court ordered eviction notices.
19. Attends training to be prepared to handle situations that may arise due to eviction lock out proceedings
20. Performs regular housekeeping inspections, as required, by observed conditions and reports.
21. Documents and reports all vacancies to the Outreach and Intake Coordinator.
22. Checks and secures vacant units.
23. Observes and reports maintenance work orders upon request of tenants and the Outreach and Intake Coordinator.
24. Works closely and professionally with other Property Managers and fellow employees of the organization that lead the betterment of our residents' circumstances.
25. Attends regular meetings to discuss residents' needs, service providers' activities, maintenance issues and review current and updated policies and procedures.
26. Receives in-person visits, listening to resident requests, concerns and comments.
27. Ensures maintenance repairs are handled timely and satisfactorily by contacting residents with completed service requests on a weekly basis.
28. Regularly inspects grounds and community buildings.





29. Contributes to the cleanliness and curb appeal of the community on an ongoing basis by picking up litter and addressing repairs.
30. Promotes, implements, and be involved in activities with residents to provide secure housing and opportunities for resident's personal growth and development.
31. Consistently enforces community policies.
32. Updates required reports concerning rent collections, move out notices, lease violations, etc.
33. Organizes and files all applicable leases and paperwork.
34. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Authority policies and procedures, particularly as they pertain to personnel management and program management.
2. Knowledge of Department of Housing and Urban Development ("HUD") rules and regulations that apply to property management.
3. Knowledge of laws and standards that apply to Public Housing such as Fair Housing Laws, Landlord-Tenant Law, and local/state laws.
4. Knowledge of basic office practices, procedures, and equipment.
5. Knowledge of principles of management and supervision.
6. Knowledge of the operation of the Authority's computer system and software.
7. Ability to read and interpret policies and guidelines in order to make sound decisions.
8. Ability to prepare clear, concise reports and make appropriate recommendations within scope of responsibility.
9. Ability to establish and maintain effective working relationships with peers, superiors, participants and community service agencies and the public.
10. Skilled in analyzing situations in order to identify problems and offer possible solutions.
11. Skilled in communicating with all types of people in a wide variety of situations.





EDUCATION AND EXPERIENCE

1. High School Diploma or GED.
2. Business Courses.
3. Minimum of five years' experience in housing management (preferably, some in public housing) and experience involving public contact preferred.
4. Neat Clean and appropriate appearance.
5. Must be bondable.
6. Valid Driving License.

