

Huron Housing and Redevelopment Commission
Property Manager

Hours: Full-time, 40 hours per week, non-exempt position.
Typical hours are 8am to 5pm, Monday through Friday with a one-hour lunch from 12-1.

Salary: To be determined based on education, skills and experience.
Benefits include: Paid Time Off, Paid Vacation, Paid Holidays,
SIMPLE Retirement Plan, and PERK benefit.

Reports to: Executive Director

Supervises: None

Job Summary: The Project Manager is responsible for all functions regarding occupancy for Lampe Estates, Field Estates, the five Community Development Fund houses, and Bluebird Apartments. Utilizing established systems, maximize Rental Income while effectively maintaining the properties.

ESSENTIAL JOB FUNCTIONS:

1. Provides excellent customer service. Greets clients, answers the phone in a friendly manner. Conducts all client interactions in such a way that communicates interest in their needs.
2. Conducts showings of vacancies according to agency procedures, which may require weekend and evening hours. Processes applications and information received to determine eligibility. Maintains waiting lists. Conducts criminal and background checks per Housing Authority policy. Prepares necessary forms and secures signatures to finalize agreements between tenants and the Housing Authority.
3. Performs move-in and move-out inspections. Coordinates with the maintenance department and outside contractors for the timely rehab of vacancies. Facilitates the return of security deposits. Ensures each vacant unit is rent-ready and stays that way until re-rented.
4. Works closely with accounting to ensure tenants timely payment of all deposits, rents, fees, and charges owed.
5. Performs all annual reexaminations as well as computing any interim rent changes for Bluebird Apartments. Assists participants in completion of all paperwork related to tenancy and recertification. Verifies income, assets, and medical, or other expenses. Enters data in computer utilizing FHA Software and USDA MINC website. Promptly and accurately maintains file documentation and ensures compliance with the Rural Development 515 loan program.
6. Establishes, maintains, and updates various logs, books, spreadsheets, files, and forms related to the orderly maintenance of records, including tenant files, tenant lists, Rental Clearinghouse List, Rent Reasonable database, and vacancy spreadsheet, closed file lists, garage door opener list, keypad code list, work order database, unit refurbish database, etc. Ensures all computer records are accurate and current.
7. Investigates tenant complaints as necessary or directed. Issues lease violation warnings or notices of termination as warranted.
8. Maintains a current knowledge regarding rentals in the area. Reviews leasing activity along with occupancy data and makes recommendations for specials, promotions and/or advertising that may be needed to generate leasing activity and increase occupancy.
9. Walks or drives the properties often to ensure positive curb appeal. Ensure the grounds and common areas are free from trash and debris. Write service requests to complete work as identified.

10. Responsible for all front desk operations for the Housing Authority including; collecting rents, answering phones, responding to inquiries regarding vacancies and programs, providing information regarding housing related community resources, work orders, and opening agency mail.
11. Act as Secretary Pro Tempore during monthly board meetings, type up board meeting notes, and prepare and distribute board related material.

KNOWLEDGE SKILLS AND ABILITIES:

1. The ability to perform and understand basic mathematical calculations such as addition, subtraction, multiplication, division, fractions, and percentages.
2. Strong verbal and interpersonal skills, as well as desire to assist those in need with a patient, pleasant, and personable nature.
3. Ability to work with diverse populations and families of all ages and abilities in a professional manner. Knowledge of a second language helpful but not required.
4. Ability to work well under stressful conditions.
5. Reasonable knowledge of the community, social and economic resources available to low income and elderly individuals, with particular emphasis on resources as they apply to housing.
6. Ability to work with computers with an emphasis on Microsoft Office.
7. Ability to learn and follow regulations, policies, and procedures of the Housing Authority and USDA Rural Development.
8. Ability to maintain confidentiality of applicants, tenants, landlords and the housing authority.
9. Ability to work harmoniously with other employees in a team oriented office.
10. Ability to prioritize tasks, work with minimal supervision, as well as take and follow direction.
11. Familiarity with typical filing systems and standard business machines such as copiers, scanners, fax machines, calculators, computers, telephone systems, etc.
12. Must be prompt, dependable, and reliable.
13. Must be capable of performing light lifting and climbing stairs.

EXPERIENCE AND EDUCATION:

1. High School Diploma required. Some college preferred. Experience with low-income, senior, housing, or other social programs will be given a preference.
2. Satisfactory combination of education, training, and/or experience that provides the required knowledge, skills, and abilities may be acceptable.
3. A passing score on a certification examination may be a condition of continued employment in this position. Continued and ongoing housing related training is required.

A criminal background, drug screen, driving, and/or credit check may be completed before hire. A cover letter and resume must be submitted to be considered. The Housing Authority complies with all federal guidelines and regulations by providing equal access to employment, services, and programs.