

PORTSMOUTH

REDEVELOPMENT & HOUSING AUTHORITY

POSITION VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 09-07

DATE OF VACANCY: June 30, 2009

POSITION TITLE: **Property Manager (2 positions)**

LOCATION: **Swanson Homes and Hope Village/King Square**

DEPARTMENT: **Administration & Housing**

CLOSING DATE FOR PRHA EMPLOYEES: **July 3, 2009**

DATE POSITION WILL BE OPENED TO THE PUBLIC: **June 30 – July 17, 2009**

SALARY: **\$42,900/YR.**

TO APPLY, PLEASE CONTACT:

HUMAN RESOURCES OFFICE

801 WATER STREET-SUITE 200

PORTSMOUTH, VA 23704

(757) 391-2930

(800) 545-1833 Ext. 869 (TDD ONLY)

(757) 393-3723 FAX

Website: www.prha.org

E-mail Address: Prhajobline@Prha.org

GENERAL STATEMENT OF DUTIES:

The Property Manager manages plans, develops, organizes, coordinates, implements, evaluates and supervises the daily operations and functions of Low-Income Housing Tax Credit (LIHTC) and other housing owned and/or managed by the Authority. Manages the financial operations of the assigned property; the rental program and performs annual interviews and in-home inspections; oversees building, ground maintenance and security of the property; supervises full and/or part-time staff; and coordinates resident services. Immediate supervision is received from the Housing Management Officer.

EXAMPLES OF WORK: (Illustrative Only)

- Establishes and implements leasing goals.
- Assists in developing annual operating budget.
- Analyzes and reviews monthly and/or quarterly financial statements to maximize rental income while minimizing expenses through financial planning and controls.
- Evaluates market conditions and trends for competitive service.
- Ensures full occupancy of dwelling units and effects the timely coordination of apartment turnovers to minimize losses in rental income.
- Collects and safeguards deposits and accounts for rental receipts upon initial move-in. Monitors the timely receipt and reconciliation of rent collections and takes corrective action as needed.
- Conducts move-in orientations, lease reviews, and resident training.
- Enforces lease provisions and other policies regarding property operations and makes recommendations regarding lease cancellations.
- Ensures the prompt payment of rent and other charges, monitors delinquent accounts and conducts follow-up collection conferences.
- Attends Court regarding restitution of property damage, Unlawful Detainers and Debt Warrants related to delinquency in payment, monitors evictions and processes other necessary legal action against residents..
- Ensures that timely resident transfers are performed and assures compliance with the Department of Housing and Urban Development (HUD) occupancy standards.
- Performs quality assurance and control checks on resident files, including move-ins, move-outs, re-certifications, interims; maintenance emergency and non-emergency work orders; contractor inspections and all other related paper work, including submittal of HUD documents to the Public Housing Information Center (PIC).
- Develops and maintains all pertinent records concerning property's activities and ensures that all reports are properly prepared and submitted within the required time frame to the Authority, HUD, and if required, Virginia Housing Development Authority (VHDA) and LIHTC Investors. Monitors and assures regulatory compliance and satisfactory ratings on HUD performance indicators; acts to assure satisfactory evaluations on Public Housing Assessment System (PHAS) indicators and other measures.
- Coordinates plans and supervises all aspect of the property's buildings and grounds maintenance and coordinates the development and implementation of a preventive maintenance program.
- Monitors the monthly apartment inspection schedule, monitoring housekeeping problems and conducting follow-up inspections.
- Follows-up with resident and/or maintenance staff to ensure work order was completed.
- Conducts quality control inspections of grounds and building exteriors for necessary maintenance/preventive maintenance work-preparing work orders and taking other appropriate action to resolve housekeeping/property care deficiencies.
- Investigates and seeks to resolve resident complaints.
- Maintains records and data concerning neighborhood disturbances, narcotics, housekeeping problems, liability issues, etc.
- Attends various meetings, conferences and assists in operations of Resident Councils when requested to do so by council members.
- Procures goods, services and products within the established budget.
- Observes all safety rules and regulations.
- Job duties, responsibilities, specifications, and other job aspects may be changed as needed; performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of current management and all applicable federal, state, and local regulation of public housing and occupancy practices, techniques, policies and philosophies, especially as related to subsidized housing under HUD and Low-Income Housing Tax Credits (LIHTC).
- Knowledge of budget, finance, and procurement procedures used in property management.
- Ability to plan, coordinate and supervise the work of others.
- Working knowledge of social and community services programs.
- Excellent verbal and written communication skills are essential and comfortable making presentations before others.
- Computer literacy required in the use of a personal computer and electronic communications.
- Skill in human relations necessary to maintain effective working relationships with residents and staff.
- Comprehensive knowledge of tax credit management concepts.

PHYSICAL REQUIREMENTS:

- Sufficient manual dexterity to allow operation of a variety of automated office machines, i.e. computer keyboard, copy machine, printer, fax machine, telephone, typewriter, calculator, etc.
- Ability to move, carry and/or operate objects and materials such as office supplies, files, computer printouts, reports, etc.
- Ability to physically access apartments.
- Ability to stoop, kneel, bend and walk the grounds of the assigned development(s).

SPECIAL REQUIREMENTS:

- Ability to obtain certification for a Property Manager within 12-months of employment and Housing Credit Certified Professional Certification within two (2) years of employment.
- Coordinates with local agencies those services essential to upgrading the social and economic well being of the residents and property.
- Conducts or oversees the inventory of all property.
- Monitors contractors for compliance and control costs and recommend contract cancellation or renewal based on past performance.
- Must be detailed oriented in performing and coordinating work activities.
- Participates in the interview process of staff and makes hiring recommendations. Performs supervisory duties including but not limited to setting standards for work performance, communicating standards to employees, assigning and coordinating work; promoting, developing, disciplining and counseling employees on performance and conducts performance evaluations. Approves leave and ensures timely completion and processing of attendance records.
- Promotes a positive image of the Authority by establishing and maintaining to the greatest extent possible a viable and positive working relationship with residents, co-workers, local agencies and all appropriate agencies of the City with which the Authority may come into contact.
- Ability to handle multiple tasks.
- Ability to perform unit inspections in inclement weather.
- Must be generally available for occasional after-hours and weekend activities.
- In the event of emergencies, must be accessible, preferably by telephone, by pager or other effective means.
- Ability to exercise good judgment, make sound decisions and work independently.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from a college or university of recognized standing in Business Administration, Social Sciences or a related field with five (5) years property management experience. Proven property management experience to include supervisory experience; or any equivalent combination of training, education, and experience necessary to obtain the required knowledge, skills, and abilities may be substituted in lieu of a college degree. Public Housing Manager's or Property Manager's Certification, or an equivalent certification is highly desirable. Excellent verbal and written communication skills and computer literacy are essential.

THE PORTSMOUTH REDEVELOPMENT AND HOUSING AUTHORITY RESERVES THE RIGHT TO CLOSE OR WITHDRAW THIS POSITION AT ANY TIME.

For applicants that require special accommodations in order to apply for positions, please contact the Human Resources Department at (757) 391-2930 for assistance.

ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, COLOR, DISABILITY OR NATIONAL ORIGIN.