

NORTHWEST OREGON HOUSING AUTHORITY

JOB DESCRIPTION

PROPERTY MANAGER

JOB SUMMARY:

Reporting to the Executive Director, this position is responsible for overseeing the leasing and maintaining of all NOHA owned or managed properties located in Clatsop, Columbia, and Tillamook counties. Duties includes all supervisory responsibilities, staff selection, training, monitoring workflow, problem resolution, performance appraisals. Recommends and oversees the Maintenance department functions as well as the maintenance budget.

This position supervises the Maintenance employees and is responsible for services related to the eligibility of program participants and the qualification of owned units.

Must possess strong management and organizational skills and expertise in working with key holders, tenants, and other employees.

The ideal candidate for this position will have a thorough knowledge of assisted housing programs and policies, pertinent state laws, Rural Development (RD), Low Income Housing Tax Credit (LIHTC), and HUD regulations. This person should have worked in positions where their primary client base included culturally diverse, low income populations that include the elderly, people with physical, emotional, and mental disabilities.

The following represent the major primary and secondary duties of the position; however, they are not intended to be all-inclusive. The Housing Authority reserves the right to change, reassign, or combine job duties at any time.

PRIMARY DUTIES:

1. Lease all NOHA owned or managed properties. Oversees and processes pulling from waiting list, verifications, checking references, calculation of tenant rents, move-in inspections, annual recertifications, terminations, move-out inspections and refunding security deposits.
2. Reviews and/or audits file records, monitors accuracy and consistency in the execution of program policies, procedures, and regulations to assure program compliance with federal and state reporting requirements.
3. Conducts quality control housing inspections, as well as auditing for program compliance.
4. Establish and maintain selection procedures for new tenants.
5. Reviews requests for reasonable accommodation and makes the determination whether

- the request is approved or denied.
6. Monitors lease rate, prepares periodic internal statistical reports to advise management of departmental activities.
 7. Schedules maintenance staff for unit turnovers, preventative maintenance, general maintenance, and repairs.
 8. Provides training to assigned staff regarding property management and maintenance principles, program regulations, policies, and procedures. Analyzes federal, state and local regulations for ongoing modification to department policies. Communicates directly with staff to effectively implement such changes.
 9. Resolution of tenant, landlord and general-public complaints.
 10. Notify tenants of scheduled housekeeping/annual inspections.
 11. Oversee preparation of monthly HAP reports and submit electronically.
 12. Act as contact person with OHCS and RD. Coordinates annual inspections.
 13. Requests rent increase for Jerry Woodward Apartments. Obtain and calculate utility allowances for Echanie Court and work with accounting department on budget, utility allowance change and rent increases. Obtain and calculate information for annual utility allowance change for Alder Court.
 14. Process annual rental agreements with Coast Rehabilitation Services for rent increase at the Warrenton Beach House, Seaside DD Project and CBHC for Uniontown.
 15. Participation with various committees related to housing programs.
 16. Assists with records retention policy. Ensures Housing Authority is compliant with all governmental regulations.
 17. Mod Rehab – Astor Hotel. Maintain waiting list, calculate rental amounts for new tenants, do move in and move out inspections, process annual recertifications. Work with resident manager and tenants.
 18. Be present for all Oregon Housing and Community Services (OHCS) inspections. Provide OHCS with all requested materials prior to inspection and resubmit any corrections necessary. Answer and correct all fail items in the OHCS inspection.
 19. Drive NOHA supplied vehicles to attend training, conferences, conduct NOHA inspections, or other off-site events that may be required.

EXPERIENCE AND TRAINING

An Associate Degree is desired, and 5 years of practical and increasingly responsible experience related to housing management including at least 2 years in a management capacity.

QUALIFICATIONS:

The individual must possess the following knowledge, skill and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Requires an in-depth knowledge of subsidized housing program requirements and operation, and management performance standards.
- Requires previous experience in managing personnel including the ability to communicate, train, counsel, and discipline employees effectively, to conduct effective performance appraisals and to create a harmonious working environment.
- Requires ability to read, understand, and interpret federal housing regulations, and associated policies and procedures; to compose and prepare general technical documentation and to effectively implement local policy changes regarding technical aspects of housing programs; and to calculate and understand basic mathematical calculations such as fractions and percentage calculations.
- Requires strong verbal communication and interpersonal skills; communication with management team, employees, tenants, court officials, community groups and other members of the public, either individually or in groups, is an integral part of this job.
- Requires computer skills including intermediate level skills in word processing and spreadsheet software programs.
- Requires previous office experience working with the public in which the following skills were attained: effective telephone skills, ability to deal tactfully with a variety of people under constantly changing circumstances, ability to prioritize and delegate tasks and work under minimal direction, ability to understand and follow complex verbal and/or written instructions, and familiarity with filing systems and standard business machines (such as copiers, calculators, computer equipment, telephone systems etc.)

Requirements:

Must have a valid driver's license. Must have a good driving record to assure lowest cost for insurance. A post-offer driving record printout from the Department of Motor Vehicles for the last 3 years will be required. Dependable transportation is necessary. Incidental use of personal vehicle is required.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk and drive.
- The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet to moderate. However, construction sites may be noisy and appropriate measures should be taken to protect hearing and health on job sites.

Northwest Oregon Housing Authority is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Please let us know if you need any special accommodations.

Northwest Oregon Housing Authority is a drug free work-place as required by the “Drug-Free Workplace Act of 1988”