



JOB DESCRIPTION

Job Title: ASSISTANT PROPERTY MANAGER – PERMANENT SUPPORTIVE HOUSING
Member of: Housing and Services Department
Current Grade: 7
Responsible to: Property Manager

I. The Mission of the Housing Authority of the County of Salt Lake

Provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization.

II. Job Statement

Assists the Property Manager in effectively managing non-profit units, including Section 42 Low-Income Tax Credits, for the Housing Authority of the County of Salt Lake, specifically Grace Mary Manor and Gregson Apartments. In the absence of the Property Manager, the Assistant Manager will assume all responsibilities associated with carrying out the mission and goals of the properties. In addition, the Assistant Manager is responsible for rent deposits, conducting annual renewals and maintaining weekly reporting of rents and deposits received.

III. Job Description

Objective A - Property Management

1. Assist with the effective management of properties.
2. Maintain compliance with all funding and agency requirements.
3. Work with the waiting list specialist to certify potential tenants, conduct briefing and orientation sessions to prospective tenants and market units to applicants to ensure occupancy in a timely manner.
4. Collect rents, as required. Work with Property Manager and Accounting Department to post rents. Prepare maintenance billing statements, delinquent account statements, and notices for nonpayment of rent and other violations. Coordinate with Services Staff the status of client accounts.
5. Receive and respond to tenant or applicant inquiries by phone or visit. Resolve problems, as able, and refer issues requiring field follow up to Technical Support Services, Services Staff, or Supervisor.
6. Prepare new leases and secure tenant signatures. Prepare re-certifications lease renewals, interim adjustments, and other documents. Perform beginning inspections as to condition prior to leasing and report to ensure that units are being maintained according to HUD required housing quality standards.
7. Keep legible records on each individual client. Document and report all issues to supervisor. Maintain and update data on computer.
8. Recommend cases of non-compliance to Property Manager for our attorney and provide support in proceedings as necessary.
9. Ensure that our residents adhere to the lease and rules and regulations of the Housing Authority, issue lease violations, serve three-day notices for non-payment of rent or other charges and for criminal activity. Respond to all lease violations in a timely manner.

10. Be available for grievance meetings and eviction proceedings and act as a representative for the Housing Authority in a professional manner.
11. Meet with constables to lock out residents who have received court ordered eviction notices. Attend training and be prepared to handle situations that may arise due to eviction and lock out proceedings.
12. Perform regular housekeeping inspections, as required, by observed conditions and reports. Document and report all vacancies to the appropriate staff. Check and secure vacant units. Observe and report maintenance work orders upon request of tenants and staff.
13. Attend training, read appropriate publications, and confer with others in this field to stay knowledgeable of the changing federal regulations and policies.
14. Work closely and professionally with other public agencies and organizations that may be available for the betterment of our residents.

Objective B - Resident Retention

1. Attend regular meetings to discuss needs of residents, service providers, and maintenance and review new and current policies and procedures.
2. Receive in-person visits. Listen to resident requests, concerns and comments.
3. Ensure maintenance repairs are handled satisfactorily by contacting residents with completed service requests on a weekly basis.
4. Regularly inspect grounds and community buildings. Contribute to the cleanliness and curb appeal of the community on an ongoing basis by picking up litter and addressing repairs.
5. Attend Resident Association meetings or other resident workshops, as needed.
6. Promote, implement, and be involved in activities with the residents to provide secure housing and opportunities for residents' personal growth and development.
7. Consistently enforce community policies.

Objective C - Administrative

1. Update required reports concerning rent collections, move out notices, lease violations, etc. Provide information to services staff and Property Manager.
2. Organize and file all applicable leases and paperwork.
3. Proof read all lease paperwork

MINIMUM REQUIREMENTS:

- High School graduate.
- Two years full-time related experience, including property management or related administrative areas, low-income tax credits, real estate marketing, rent collections, leasing of units, execution of lease, knowledge of public housing programs helpful, and the ability to work with low-income and special needs individuals.
- Valid Utah Driver's License with ability to utilize personal vehicle to inspect apartment communities and make trip to administrative offices.
- Computer literate.
- Certification in low-income tax credit compliance preferred.

KNOWLEDGE OF:

- Housing Authority policies and procedures, particularly as they pertain to property management.
- Basic office practices, procedures, and equipment.
- Operation of the Housing Authority's computer system and software.
- Basic English in order to communicate verbally and in writing.
- Mathematics sufficient to perform calculations required for summarizing rent collections, making deposits, and for rent adjustments.

ABILITY TO:

- Maintain required records such as tenant files, vacancy reports, etc.
- Write and speak professionally.
- Work cooperatively with other agency staff and community officials.
- Work independently with minimal supervision.
- Present a professional and positive attitude to residents, staff and other organizations.

A criminal background, drug screen, driving and credit check must be completed before hire. An Official Housing Authority Application Form must be completed and a resume submitted. The Housing Authority complies with Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities. With 24-hour advance request, reasonable accommodations will be provided to individuals with disabilities.