



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

Homes for Good announces recruitment for a knowledgeable and dependable Assistant Property Manager

Assistant Property Manager
Posting #05.10.2019
SALARY: \$3,130.56 - \$3,995.47 per month

Homes for Good is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

GENERAL DESCRIPTION: Homes for Good Housing Agency is seeking a qualified and experienced candidate for the position of Assistant Property Manager.

Homes for Good is a high performing housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income residents with the logistics of affordable housing.

Homes for Good has and will continue to implement a workplace culture change that includes increased emphasis on customer service, quality control, and compliance. Homes for good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a non-profit agency.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

As a key role in our Property Management Division, this position will have a high level of public contact and is primarily a clerical position; knowledge and experience in clerical and/or administrative field, with de-escalation skills will be important to the success of this position. Assistant Property Managers are responsible for the following:

- Support of agency staff and programs, including typing, filing, record keeping, public and multi-line reception, opening and distribution of daily mail, and data entry.
- Provide support in organizing, composing, proofreading material for letters, memos, minutes, reports, forms and other documents.
- Prepare lease agreements, contracts, manuals, and original letters and memos.
- Independently respond to letters and general correspondence of a routine nature.
- Perform routine calculations, determine ongoing resident eligibility for housing assistance, process rent change, initiate repayment agreements, open and close work orders, write and track purchase orders and compile information as needed.
- It is imperative that the person in this position maintains regular and consistent attendance.



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

- Participates in ongoing training and cross training opportunities.
- Other duties as assigned.

IDEAL QUALIFICATIONS:

- Ability to work well and multi-task working in a fast-paced professional team environment.
- Interact professionally with the public/clients.
- Ability to track, file and process appropriate materials with a high degree of accuracy.
- Be able to effectively use information technology resources including multi-line telephone, personal computer and software applications.
- Proficient in basic Microsoft Excel.
- Intermediate to advance knowledge of Microsoft Word.
- Must be able to work independently, and effectively cooperate and coordinate with team members and other agency staff.
- Must type a minimum of 45 wpm accurately.
- Perform data entry with a high level of accuracy.
- Mission focused with a desire to support the critical work of housing those in need.
- Property Management experience focused on support staff.
- Exceptional communication skills, both verbal and written.

EXPERIENCE & TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

TRAINING:

Equivalent to the completion of the 12th grade.

EXPERIENCE:

Two (2) years of responsible clerical experience. Public contact and/or reception experience is desirable.

LICENSE OR CERTIFICATE:

Possession of or ability to obtain an appropriate valid State of Oregon driver's license and be insurable at the standard rates.

COMPENSATION: The pay range for this position is \$3,130.56 - \$3,995.47/month with a generous benefits package which includes; time management starting at 17.33 hrs. per month, Agency paid health, dental and vision insurance after 1 month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

APPLICATION PROCEDURE:

[Click here](#) to complete an online application.

All applicants will be required to take a pre-employment assessment upon submission. A link to the assessment will be included in a confirmation email after application materials are submitted. Applicants who fail to take the pre-employment assessment will be disqualified from further consideration.



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

Applications will be reviewed for relevant experience, education, and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral, or performance examinations. Responses to supplemental questions are required if applicable.

This position is covered by Union Representation, AFSCME Local 3267.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good shall establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.

POSTING DATE: May 10, 2019

CLOSING DATE: May 20, 2019

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.