



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

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### **\*\*\*INTERNAL RECRUITMENT\*\*\***

**Homes for Good announces internal recruitment for a knowledgeable and dependable Property Manager to join our team!**

**Property Manager**  
**POSTING #11.12.2019**  
**\$4,274.84 - \$5,728.73**

**HOMES FOR GOOD HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER  
INDIVIDUALS FROM DIVERSE CULTURES ARE STRONGLY ENCOURAGED  
TO CONSIDER THIS CAREER OPPORTUNITY**

#### **GENERAL DESCRIPTION:**

The Property Manager is an exempt supervisory position that manages site operations at assigned HUD Public Housing, HUD Multifamily Housing and/or non-HUD rental properties. This position is responsible for all activities to ensure that assigned properties are operated in an efficient, cost effective manner while providing high quality, well maintained housing to clients. The Property Manager may perform work in various locations as needed and assigned. The position is under the general supervision of the Portfolio Manager and exercises supervision over assigned clerical and maintenance staff. Evening, on call and weekend work may occasionally be required.

#### **ESSENTIAL JOB FUNCTIONS:**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

- Supervises, coordinates, and assigns work of support and maintenance staff to ensure timely placement of new residents; optimal vacant unit turn around; optimal vacancy rate; timely completed work orders, inspections, and annual and interim recertification; optimal collection of accounts receivable; and completion of other related documents or tasks for Agency and PHAS compliance.
- Ensures all tenants are timely in payment of rent, maintenance charges and other charges. Investigates allegations of lease violations and indications of fraud. Issues correction letters, meets with residents regarding possible violations, and takes or recommends corrective actions. Enforces this and all other terms of lease agreement. Establishes and maintains positive resident relations through regular on-site office hours, resident meetings, and timely response to resident requests or issues.
- Processes eviction proceedings; prepares and serves notices of termination of tenancy; prepares documentation and participates in settlement discussions and grievance hearings; participates in court proceedings, as required.
- Conducts resident orientations, provides information and answers questions about lease agreements; prepares leases for residents; explains Agency and HUD rules, policies, and procedures to



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residents. Ensures compliance with Fair Housing Laws and Tenant Landlord law. Informs residents of program obligations. Serves as liaison between residents and the Agency.

- Advises residents regarding social and economic problems; maintains contacts with community social service agencies; refers residents to Agency's Resident Services Program or other resources.
- Determines, in conjunction with assigned property management support staff, ongoing resident eligibility for housing assistance; develops and maintains appropriate files and records, including file and/or computer narratives; reviews and evaluates resident information, including household composition and income; verifies resident income, assets and expenses, and other related information. Processes rent changes and initiates repayment agreements; notifies residents of changes; composes correspondence, as needed.
- Using established unit and preventive maintenance guidelines, conducts unit inspections annually and as needed; documents condition of unit. Advises residents of unit maintenance needs identified from inspections or complaints; conducts follow-up on inspections as needed.
- Provides ongoing analysis of building, common areas and grounds deficiencies and recommends corrective action. Addresses hazardous conditions, unsafe work practices, and accidents or injuries and, as appropriate, reports to the Housing Director. Assists in development, implementation, and ongoing management of Emergency Plan.
- Monitors and manages vacant unit cleaning, common areas cleaning, pest control, grounds keeping and all other service contracts for compliance with contractual requirements. Approves payments of completed work and reports any serious deficiencies to the Contract Administrator. Manages, monitors and approves purchase orders according to Agency policies.
- Selects assigned staff. Recommends and conducts appropriate trainings and staff development activities. Establishes performance standards, manages performance, and evaluates employees. Motivates employees and resolves conflicts.
- Recommends and administers discipline. Handles sensitive personnel matters. Administers union contract and responds to grievances.
- Performs a wide variety of general administrative work including organizing, compiling, and recording a variety of data; prepares various reports on operations and appropriate records and files; coordinates information with other staff members regarding resident activities.
- Prepares, analyzes, and submits reports, documenting vacancy turn around and vacancy rates, work order completion time, accounts receivable, unit and site costs and any other reports requested to statistically support the physical and financial health of the complex or to comply with HUD policy.
- Prepares annual budget; views variance reports for financial compliance.
- Participates in/on task forces, meetings and committees and collaborates in the development and implementation of interagency initiatives as assigned.
- Employs a professional and courteous manner and works harmoniously with other staff and the public.



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- Performs other related duties as assigned.

### **IDEAL QUALIFICATIONS:**

*Knowledge and experience in the following areas would support an applicant being successful in this position.*

- Safety and health standards.
- Procedures, techniques, and guidelines used in housing inspections.
- Principles and practices of Public, Multifamily and unsubsidized housing property management.
- Principles and practices of record keeping.
- Principles of arithmetic and basic algebra.
- Current office procedures, methods, and equipment.
- Principles and practices of supervision, training, and performance management.
- Community agencies, programs, and resources available to residents.
- Principles of business letter writing and basic report preparation.
- Public relations skills.
- Interviewing principles and techniques.
- Mediation and negotiation skills and techniques.
- Techniques in working with mentally, physically, socially and economically disadvantaged;
- Modern office procedures, methods and equipment including computers and supporting research, internet, word processing, database and spreadsheet applications;
- Methods and techniques of managing buildings, facilities and grounds;
- Mandated Housing Quality Standards and other relevant codes and standards;
- Rules and regulations governing the landlord/tenant relationship;
- Methods and techniques of resolving tenant issues;
- Principles and practices of handling tenant contract obligations.
- Pertinent Federal, State and local codes, laws and regulations.

### **ABILITY TO:**

- Exemplify traits that reflect the agency's culture, including integrity, a customer service orientation, cultural sensitivity, trustworthiness, flexibility and a willingness to change;
- Learn, interpret and apply Agency and HUD programs, policies and procedures.
- Learn, interpret and apply pertinent Federal, State and local laws, codes and standards.
- Learn, interpret and apply regulations related to resident eligibility.
- Prepare clear and concise reports.
- Plan, assign, and direct the work of assigned staff.
- Positively and effectively supervise and motivate staff.
- Select, train, and evaluate employees.
- Perform housing inspections and determine needed repairs.
- Gain cooperation through discussion and mediation.
- Administer grievance procedures.
- Investigate complaints and take or recommend corrective action necessary to resolve complaints.
- Respond to requests and inquiries in a timely manner.
- Be responsible for the accuracy of rent, financial and other mathematical calculations.
- Communicate clearly and concisely, both orally and in writing.



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- Prepare and maintain accurate and complete records.
- Operate standard office equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively and positively supervise and motivate staff.
- Maintain regular and consistent attendance and perform work without direct supervision.
- Recognize the value of individual and cultural difference and create a work environment where each individual's differences are valued.
- Physical ability to perform the essential job functions is required.

#### **EDUCATION:**

Associate degree with major coursework in business administration, public administration, or a related field. Additional specialized training in low-income or affordable housing programs, rental property management, or social services is desirable.

#### **EXPERIENCE:**

Three years of progressively responsible experience with a public housing agency or in the property management field, including at least one year of experience as a supervisor or lead worker.

#### **SUBSTITUTION:**

Any combination of experience and education on a year for year basis up to a maximum of four years of responsible community or social service experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work, has been demonstrated and ascertained.

#### **LICENSE OR CERTIFICATE:**

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

#### **COMPENSATION:**

The pay range for this position is \$4,274.87 - \$5,728.73 per month with a generous benefits package which includes; paid time off, Agency paid health, dental and vision insurance, Agency paid life insurance and a 12% contribution of your monthly salary into a retirement account.

#### **APPLICATION PROCEDURE:**

[Click here](#) to learn more and apply!

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, personality testing and/or performance examinations. Responses to supplemental questions are required if applicable.

All applicants will be required to take a pre-employment assessment upon submission of application materials. 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.

**POSTING DATE: November 12, 2019**

**CLOSING DATE: November 19, 2019**



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This position will be posted internally for five (5) consecutive working days. Homes for Good may post this opportunity externally upon closing of this internal recruitment.

**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. Agency 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.

#### 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.