

JOB SPECIFICATION

TITLE: Property Manager – The Oaks & Farrelly-Muriello Apartments

JOB SUMMARY/CONTROLS:

Under the direction of the Senior Property Manager, Housing Programs, the Property Manager manages The Oaks, a 76-unit apartment building for seniors and non-senior persons with disabilities, and the Farrelly-Muriello Apartments, a 21-unit apartment building for persons with disabilities.

SUPERVISORY RELATIONSHIP: Reports to the Senior Property Manager, Housing Programs

DIRECT REPORTS: Service Coordinator, Cleaner, Maintenance Person, and Property Assistant.

TRAINING/EXPERIENCE: College Degree and/or courses in fields related to Social Services and previous work experience in multifamily property management; social services and HUD Section 202 Supportive Housing Programs with seniors and persons with disabilities and/or state, local, or federal government agencies or any combination of the above which supplies the required knowledge, ability, and skills. COS Certification and EIV experience as it relates to tenant income and reporting required. Certifications in HUD Section 8 Affordable Housing Programs required within 120 days of hire.

REQUIRED SKILLS:

- Ability to understand, interpret, apply, and explain HUD and Public Housing Programs related policies, rules, and regulations.
- Knowledge of HUD Section 202 Supportive Housing Programs, policies, regulations, and reporting requirements.
- Ability to define problems, collect data, establish facts, and draw a valid conclusion.
- Proficiency in written communication – must be able to express information, ideas, concepts, and processes in a concise, accurate, error-free and consistent manner.
- Ability to prepare meaningful, concise, and accurate reports.
- Knowledge of Microsoft Office Suite, YARDI Voyager as it relates to Affordable Housing and Public Housing programs, Pangea, and HUD program software.
- Ability to communicate clearly and interact effectively and easily with co-workers, residents, the general public and local agencies.
- Ability to operate office equipment, including but not limited to personal computers, electronic calculators, and photocopier.

SPECIFIC RESPONSIBILITIES:

MANAGEMENT

- Coordinate admission cycle of application intake
 - Maintain and update waiting list
 - Interview prospective applicants
 - Qualify prospective applicants
 - Execute leases with qualified applicants to ensure high occupancy

- Communicate and ensure compliance with move-in and move-out procedures/schedule and coordinate move-ins and move-outs and associated inspections
- Participate in the preparation and implementation of operating budgets and capital improvement budgets/programs: coordinate with other staff as needed.
- Under the supervision Sr. Property Manager, Housing Programs prepare and submit electronic and hard copies of required HUD operational and financial reports: coordinate with other staff as needed
- Coordinate and ensure compliance with HUD requirements for both facilities.
- Coordinate annual HUD inspections and follow-up as needed with maintenance and assigned Property Manager to ensure full compliance and strong performance regarding inspection results.
- Request funds from HUD for the Housing Assistance Payments for tenants.
- Request funds from HUD for Service Coordinator compensation and related expenses.
- Prepare all tenant re-certifications and monthly HAP reports.
- Prepare monthly board reports for The Oaks and annual board report for Farrelly-Muriello Apartments.
- Prepare additional internal reports as may be required by the President or Board of Directors.
- Work closely with Senior Manager, Housing Programs to effectively market the buildings to prospective tenants.

SUPERVISION

- Supervise Service Coordinator, Maintenance Person, and Cleaner/Laborer, property assistant and seasonal temporary staff
- Provide organizational and policy guidance to Service Coordinator – collaborate with Service Coordinator to identify, establish, maintain enhance services that support and increase self-sufficiency for residents.
- Conduct annual reviews of Service Coordinator, Maintenance Person, and Cleaner.
- Oversee ordinary and routine maintenance of The Oaks and the Farrelly-Muriello Apartment

RESIDENT ENGAGEMENT

- Represent OPRC in working with residents, Resident Councils, and other social agencies and organizations.
- Implement social, recreational and educational activities for residents that promote and support independent living. Collaborate and support Service Coordinator in implementing needed services and programs.
- Provide comprehensive new resident orientation including review of Resident Handbook, introduction to resident services and activities, and safety and emergency protocols.
- Ensure resident compliance with property rules and regulations. (Including those outlined in the Resident Handbook.)
- Establish regular and consistent office hours in which residents can engage/meet with management to address issues or concerns

ON-GOING OPERATIONS

- Accept and record tenant rent payments.
- Prepare excel Tenant Payment Report and give to Accounting with tenant payments for deposit.
- Review A/R delinquency reports and follow-up on delinquency notices with tenants.
- Prepare and provide security deposit transmittals to accounting.
- Log maintenance requests and follow-up on completion of work.
- Coordinate and/or schedule service calls such as pest control, elevator maintenance, etc. for both buildings.
- Prepare operational A/P invoices for approval by Senior Property Manager, Housing Programs and payment by accounting office.
- Oversee disbursements and reconciliation of Petty Cash account.
- Collect coins from laundry facilities at both buildings and forward them to accounting for depositing.
- Coordinate distribution of parking stickers – maintain detailed parking log.
- Administer and program Key System/Directory for both buildings.
- Be available for emergency calls.
- Other projects or duties that may be assigned by Senior Manager, Housing Programs.