



OPRC JOB SPECIFICATION

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

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

SUPERVISOR: Reports to the Senior Manager of Housing Programs.

DIRECT REPORTS: Service Coordinator, Maintenance Person and Laborer/Cleaner for The Oaks And Property Assistant at The Farrelly-Muriello Apartments.

EXPERIENCE/TRAINING: College Degree and/or courses in fields related to Social Services and/or previous work experience in property management; social services; working 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. EIV experience as it relates to tenant income and reporting preferred. Certifications in HUD Section 8 Affordable Housing Programs required within 120 days of hire.

GENERAL SKILLS:

- Ability to understand, interpret, apply, and explain HUD and Multi-Family Housing Programs – related policies, rules, and regulations.
- Ability to define problems, collect data, establish facts, and draw a valid conclusion.
- 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, 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.

JOB 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/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 of the Senior 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/or contractors/vendors 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 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 Property Manager, Housing Programs to effectively market the buildings to prospective tenants.

Supervision

- Supervise The Oaks Service Coordinator, Maintenance Person, and Cleaner/Laborer, and seasonal temporary staff, and the Farrelly-Muriello Property Assistant.
- Provide organizational and policy guidance to Service Coordinator – collaborate with Service Coordinator to ensure provision and enhancement of services to tenants.
- Conduct annual reviews of Service Coordinator and Maintenance Person.
- Oversee ordinary and routine maintenance of The Oaks.
- Coordinate with assigned OPRC Property Manager the ordinary and routine maintenance of The Farrelly-Muriello Apartments.

Resident Engagement

- Act as the representative of the Oak Park Residence Corporation to residents 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.
- 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.

Ongoing Operations

- Accept and record tenant rent payments.
- Prepare Excel Tenant Payment Report and provide 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/or VP of 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 of Housing Programs.

Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.