



Job Description

Position Title: Assistant Property Manager
Classification: Exempt
Reports To: Property Manager
Date Created: February 2018

Summary/Objective:

The Assistant Property Manager is responsible for managing all incoming applications and residents certifications in compliance with HUD program and requirements. The Assistant Property Manager will assist the Property Manager in overseeing a Section 8 Housing facility with 107 units. The individual will assist the Property Manager with day-to-day functions of the facility in accordance with current federal, state and HUD regulations and to assure the highest degree of quality of life will be received by all residents.

Essential Functions:

- Comply with HUD/Section 8 housing requirements and promote Fair Housing standards to all tenants/residents
- Maintain proper resident files in compliance with HUD/Section 8, including incident reports
- Ensures compliance with HUD income requirements, and yearly rent updates
- Determines eligibility for assistance and occupancy of all applicants in accordance with program guidelines
- Processes original, initial, interim, and termination certifications along with third party verifications for yearly recertification's and admissions of residents
- Ensures 100% occupancy through effective waitlist management
- Responds to inquiries and questions regarding resident admission and waitlist
- Works closely with the Property Manager and submit all files for approval
- Perform other duties as assigned or required by management

Work Environment:

- Sitting for long periods, standing and walking intermittently
- May be subject to exposure to infectious waste, diseases and conditions including blood-borne pathogens such as HIV and Hepatitis viruses
- Works beyond normal working hours, on weekends and holidays. May be called during off hours to respond to emergency or unusual situations

Competencies:

- Demonstrate HUD compliance knowledge
- Critical thinking skills

- Skilled at communicating clearly both verbally and in writing, including the ability to provide nontechnical assistance in a simple, straightforward manner
- Demonstrate sensitivity to the concerns of residents and a commitment to dealing fairly with all
- Exhibit patience and high ethical character even while dealing with difficult situations involving resident needs
- Maintain a professional demeanor and respond with urgency
- Ability to inspire others to act to correct problems and increase quality of resident care and safety
- Strong organizational and interpersonal skills; attention to detail
- Understanding of discretion needed in handling confidential information
- Self-directed, accountable for results, proactive and an independent problem solver

Education and Experience:

- High school diploma required; some college a plus
- 6 months – 12 months affordable housing experience
- One year experience working with elderly or chronic mentally disabled population
- Familiarity with all applicable HUD or Section 8 regulations a plus
- Experience with Yardi a plus
- Must be able to read, write, speak, and understand the English language

Expected Hours of Work:

This role is considered full-time and works 40 hours per week