



## Job Description

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**Position Title:** Property Manager  
**Classification:** Non-Exempt; 40 hours per week  
**Reports To:** Regional Director of Operations

**Summary/Objective:** The primary purpose of this position is to direct the day-to-day functions of one or more facilities with fewer than a total of 60 beds, 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. The Property Manager I will collectively encourage and support a safe, stable, and comfortable living environment without compromising resident rights and confidentiality.

### Essential Functions:

- Comply with HUD/Section 8 or USDA Rural Development housing requirements and promote Fair Housing standards to all tenants.
- Ensure the safety and security of the residents by establishing processes and training that allow staff to quickly respond to all building-related concerns.
- Oversee housekeeping and janitorial functions to ensure the facility maintains a clean appearance and safe living conditions at all times.
- Ensure proper scheduling including on-call shifts so that facility and resident emergencies are quickly supported; may rotate "On Call" duty with other staff members.
- Regularly inspect the grounds, building, and common areas for proper maintenance and cleanliness.
- Coordinate timely unit turnovers with other staff members, ensure units are refurbished and cleaned within a target 5-day window.
- Maintain proper resident files in compliance with HUD/Section 8, including incident reports.
- Ensure facility is at 100% capacity at all times; quickly and effectively manage a resident waitlist.
- Actively engage in community outreach to obtain donations and services for the building(s). Manage property budget and ensure all expenses are accounted for and within budget.
- Submit required documents, invoices, inspections and all other property reports to the SHO Office weekly.
- Utilize the Yardi system to collect, post, deposit, and report resident rents according to SHO and HUD procedures.
- Monitor rental collection system and send delinquent notices as needed.
- Prepare and execute all lease documents and orientation of new tenants; prepare notices of lease violations as needed.
- Manage annual re-certifications for each tenant in accordance with Federal-funded programs.
- Adhere to all resident rights, including privacy, confidentiality, and treating residents with dignity and respect.

- Will manage property site employees including hiring, firing, interviewing, training and performance evaluations.
- Complete other duties as assigned by the SHO management team

**Work Environment:**

- Must be able to lift up to 30 lbs comfortably.
- Comfortable using and climbing on ladders and step stools. Certain activities may require repetitive movements including climbing, crawling, crouching, pulling, pushing.
- Works beyond normal working hours, on weekends and holidays.
- May be called during off hours to respond to emergency or unusual situations.

**Competencies:**

- Ability to communicate 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.
- Friendly demeanor, positive disposition, tactful, patience and high ethical character even while dealing with difficult or upset residents.
- Maintains a professional demeanor and responds with urgency. Strong organizational and interpersonal skills; attention to detail.
- Intermediate computer knowledge and typing skills; working knowledge of Microsoft Office Suite.
- Demonstrated ability to work effectively with a wide range of diverse constituents. Self-directed and proactive; independent problem solver.
- Ability to motivate staff through creating a positive working environment.
- Enjoys community involvement, resident interaction, and public representation of the organization.

**Education and Experience:**

- Associates and/or Bachelor's Degree in related field such as Human Services preferred.
- Minimum three (3) years prior work experience managing a HUD facility
- Prior working experience with an elderly and/or disabled population or property management experience required
- Demonstrated working knowledge of Microsoft Office Suite including Word, Excel, Outlook
- Experience with HUD software (Yardi) preferred

Send Resume's to 1510 17<sup>th</sup> St., Denver, CO 80202 or email to [HR@seniorhousingoptions.org](mailto:HR@seniorhousingoptions.org)

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. Senior Housing Options is an Equal Opportunity Employer (EOE), M/F/H/V.*