

Affordable Housing Alliance

Job Description

Property Manager

Under the Direction of the Director of Residential Services, the Property Manager duties are as follows:

RESPONSIBILITIES:

- Attracts tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Contract with tenants by negotiating leases; collecting security deposit, creates, implements and enforces tenant/occupancy policies within established agency protocols.
- Accomplishes financial objectives by encouraging rent collection; paying bills; preparing an annual budget; maintaining fiscal responsibility and accountability initiating any needed corrective action.
- Maintains property by investigating and resolving tenant complaints; enforcing rules of occupancy including all lease provisions; assigning repairs; planning renovations; contracting with landscaping and snow removal services and necessary vendors in a timely fashion.
- Create and monitor Work Orders for all necessary and required repairs and monitoring that same are completed within appropriate and established timelines.
- Conducting move-in and move-out inspections and maintaining same, with photographs, in each tenant file.
- Maintains building systems by contracting for maintenance services; supervising repairs.
- Secures property by installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.
- Supervise maintenance team(s) as may be assigned to various properties.
- Work with attorney to address any violations of tenant policies, practices or lease requirements that are not resolved with initial notification.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Updates job knowledge by participating in educational opportunities; reviewing professional publications; maintaining personal networks; participating in professional organizations.
- Accepts new assignments and completes new tasks with professionalism and creativity while being mindful of the agency goals.
- Supervises unit turnovers, terminations, lease-ups and waiting lists to insure the maximum use of property resources.
- Takes appropriate steps to minimize and reduce vacancy rates.
- Coordinates support with other community organizations to provide services as may be needed to secure tenant safety while improving upon the quality of life of residents.
- Secure tenant feedback directly and through regularly scheduled tenant meetings.

RESPONSIBILITIES:

- Documentation of injuries to residents, staff or property through incident reporting protocols and the communication of the same to supervisors.
- Manages flow of tenant information by inputting data into Real Page Tenant Management and other data systems.(REAC, HUD, HMIS, Netsuite)
- Monitoring calls on weekends and in the evenings to provide support, supervision or direct management of emergency situations such as fire, flood, evacuations, snow, or other emergencies that require contact and assistance from Emergency Responders.
- Supervising others as assigned to achieve the outcomes and objectives as stated above.
- Establishes rental rates by evaluating income guidelines and application requirements, COL increases, rent controls, implements lease revisions annually at renewal.

Qualifications:

- Real Estate License
- ARM, CPM, PHA or combination of above
- Five Years of practical property management experience including; affordable housing, supportive housing or public housing management.
- Must have the ability to work with a diverse population.
- Must pass criminal background check, drug test and have a valid NJ driver's license with a clean driving record.

SALARY RANGE:

- Salary will be from \$38,000 to \$52,000 depending on certifications and experience. This is a full-time salaried position.
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Please Submit Resume to : applications@housingall.org