

HOUSING AUTHORITY OF THE CITY OF EAST ORANGE

JOB VACANCY

Job Title: PROPERTY MANAGER (Full-time)

SUMMARY:

The Property Manager is a certified property management professional and is responsible for all phases of the operations of a 180 Low-Income Housing Tax Credit property, including, tenant leasing, tenant annual recertifications, proper maintenance of tenant files, proper physical condition of the site, and quality living environment with superior customer service. The Property Manager establishes and maintains a positive, productive working relationship with the property's team members, and ensures that the site is in compliance with regulatory requirements.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Must be experienced in managing a Low-Income Housing Tax Credit property and knowledgeable of (Section 8) Housing Choice Voucher program.
- Process rent recollections; collection agency follow-up and reporting; responsible for assuring that all project tenants make complete and prompt rental payments on a monthly basis.
- Oversee upkeep of the property curb appeal, annual inspection of apartments, market ready units, safety and preventive maintenance, preparation for local, state or federal audits or inspections, monitoring of work order system, and incident documentation and reporting for risk management.
- Provide outstanding customer service to residents, ensure that all appropriate communications are distributed on a timely basis, and follow up on service requests or complaints
- Interviews prospective tenants and records information to ascertain program eligibility and qualifications. Incumbent also is responsible for conducting pre-occupancy inspections and conferences. Obtains credit report, criminal/sex offender checks, landlord verifications and other require background checks on prospective tenant and recommends acceptance or rejection of application.
- Responsible for conducting all annual tenant recertifications, and computing rent calculations.
- Responsible for assuring that all project tenants adhere to the pertinent rules, regulations and the lease. This includes assuring that all common areas are maintained in a decent safe, and sanitary condition by project tenants.
- Responsible for handling tenant complaints and grievances and making appropriate recommendations.
- Identify, develop and recommend security and safety measures.
- Preparation of all internal and external reports related to assigned properties.
- Responsible for developing and implementing programs to market units.
- Maintains key systems for all developments assigned.
- Works with the resident councils and community service agencies.
- Responsible for developing ongoing effective tenant relations programs.
- Performs other duties, as required.

SUPERVISORY RESPONSIBILITIES:

Provides supervision to the administrative clerk and collaborates closely with the Building Supervisor.

SUPERVISION RECEIVED:

Works under the general supervision of the Housing Authority of City of East Orange (EOHA) Executive Director or designee.

QUALIFICATION REQUIREMENTS:

Must possess a strong work ethic. Ability to establish a cooperative working environment with staff. Strong verbal and written communication skills, self-motivated and detail oriented. Ability to handle emergency situations and

pressure due to complexity and time sensitivity. Ability to work with frequent interruptions and distractions. Preserves and respects resident and applicant confidentiality.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical ability to stand/walk for long periods of time, lift boxes, move light office furniture (chairs, printers, etc.). Must have the ability to visually inspect property, including grounds and building interiors as well as the ability to climb up and down stairs for tours and inspections. Answer and make telephone calls and utilize computer for prolonged periods.

EDUCATION & EXPERIENCE:

- Minimum of an associate degree or equivalent knowledge, training & experience
- Bachelor's Degree desirable but not required
- Tax Credit Compliance Certification require but must be secured within three months of appointment.
- At least five years' experience managing residential properties, at least three of which should be tax credit.

KNOWLEDGE SKILLS AND ABILITIES:

- Strong budget and financial management skills
- Knowledge of all regulatory programs, polices and Federal Housing Laws and Guidelines required
- Strong Microsoft Word, Excel, Outlook and Tenmast (MRI) or other industry software experience required
- Excellent verbal and written communication skills required
- Demonstrated excellent customer service skills are necessary to be successful in this role
- Fluent in English, ability to speak a second language is a plus
- Knowledge of LIHTC programs and policies regarding housing and affordable housing required.
- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Driver's License required and ability to be insured by EOHA's auto insurance carrier
- LIHTC certified property manager required or ability to obtain the certification within 3 months of employment

Employment application may be obtained in person at 160 Halsted Street, 1st Floor, East Orange, NJ 07018, between the hours of 9 am to 4 pm, Monday through Thursday or download from EOHA.org website or Email: dsimpkins@eoha.org.

Posting Date: 9/27/2023

Application is accepted until the position is filled.