



Warren Metropolitan Housing Authority

Job title: Property Manager	Civil Service Status: Classified
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Work Location: Administrative Office	Probation: 90 days
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Program: Public Housing	Lunch: Unpaid
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Reports to: Executive Director	Pay Range: 12
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| <input checked="" type="checkbox"/> Full-time
<input type="checkbox"/> Part-time
<input checked="" type="checkbox"/> Hybrid Telework eligible | <input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Nonexempt |
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Essential Duties and Responsibilities:

Under general supervision, the Public Housing Property Manager plays a critical role in overseeing the daily operations of public housing units, ensuring they are well-maintained and meet the standards set by the Department of Housing and Urban Development (HUD and the Housing Authority). The Property Manager works closely with residents, maintenance staff, and external agencies to create a cohesive and supportive community environment. Responsibilities will include enforcing compliance and performing inspections.

- Supervise PH administrative staff to include prioritizing and assign work; conducting performance evaluations, identifying department weakness, coordinating staff training; and implementing hiring, discipline, and termination procedures.
- Oversee daily operations, including unit leasing, monitoring recertifications, initiating evictions, monitoring occupancy and turnaround time of vacant units.
- Enforces compliance with laws, rules, regulations, and leases.
- Performs inspections of buildings, grounds, and units to determine repair service and other needs.
- Respond to resident inquiries; resolve resident complaints; perform resident evictions as needed.
- Coordinating department needs with Maintenance.
- Assist with preparing operating budget for Public Housing
- Maintains accurate records and files of tenants and properties.
- Act as Hearing Officer for HCV
- Prepares operating, housing occupancy, monthly board, and other related reports.
- Completes monthly PIC Uploads and resolves error reports and resubmits.
- Monitors monthly HUD delinquency report, EIV (deceased tenants, multi-subsidy, income discrepancy reports in EIV)
- Monitors monthly Tenant Aged Receivable (TAR) report and follow up with tenants on collections and set up repayment agreements.
- Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to supervisor.
- Organize community-building activities and programs
- Perform other related duties as assigned by supervisor.
- Maintain compliance with agency Admissions and Continues Occupancy (ACOP) and procedures.
- Maintain compliance with all HUD policies and procedures.
- Demonstrate regular and predictable attendance.
- Follow all safety and health practice of Warren Metropolitan Housing Authority
- Attend meetings and training courses as required.

Qualifications:

- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with other employees and residents.
- Ability to problem solve with creative and individualized approaches.
- Knowledge of community resources
- Ability to complete forms, compose letters and effectively communicate both verbally and in writing.
- Ability to take initiative and work with minimal supervision.
- Knowledge of and experience with basic computer skills
- Excellent organizational skills and time management
- Ability to prioritize and plan effectively.
- Valid Ohio Driver's license
- HUD rent calculation certificate within 12 months.
- Public Housing Manager Certification

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with co-workers, clients, and property owners.
- Computer skills efficient in (MS Office – Word, Excel, and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to conduct assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Ability to maintain confidential records.
- Preferred knowledge of HUD and PHA policies, procedures and practices pertaining to the Public Housing Program
- High school diploma or GED required with 3-5 Years Property Management experience.

Physical Requirements:

- Ability to perform the essential job functions consistently safely and successfully with the ADA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state, and local standards.
- Must be able to lift and carry up to 25 lbs.
- Must be able to talk, listen and speak clearly on telephone.
- Must be able to sit for 30-60 minutes at a time.
- Must be able to sit in front of a computer screen and enter data for one or more hours at a time.
- Must be able to travel when needed.

Compensation/Benefits

- Dental and Vision Benefits premium paid by WMHA
- Employer paid Life Insurance \$25,000
- Vacation Benefits 80 hours
- Sick time accrues at the start of employment.
- Paid Holidays (12 ½ Federal Holidays)
- Medical ICHRA allowance or OPT Out reimbursement
- Hybrid Telework option.

Print Employee Name:

Employee signature:

Date:

Board approved Date _____