

Career Opportunity



Property Manager

Salary

\$50,816 to \$57,400 Annually

Department

Affordable Housing

Reports to

VP, Affordable Housing

Closes

Until filled

Position summary

Manage and maintain operations of a Tulsa Housing Authority (THA) property to ensure the assets of the authority are safe guarded and that profitability is maximized. The Property Manager is also responsible to ensure the long-term viability of the property following the Asset Management approach of making sure that the sites remain fiscally sound.

Summary of Duties:

- Supervise all staff and activities at the site in a way that ensures the property remains fiscally sound.
- Receive and greet potential residents, show available units, encourage applicant occupancy.
- Investigate complaints and handle inquiries from residents regarding all issues relating to the occupancy of the units and related services.
- Monitor the condition of the property to ensure the health, safety, and security of the residents, guests, vendors and employees.
- Ensure that program procedures and all reporting requirements are maintained in accordance with agency standards and HUD regulations.
- Coordinate with other social agencies and entities in the community to provide additional resources to residents.
- Counsel residents and make referrals to the Resource Coordinator as needed.
- Review periodic staff reports, administrative audits, program activities and other information to evaluate program effectiveness and quality of services.
- Develop controls to ensure accountability for program operation, policy implementation and the maintenance of efficiency.
- Directly supervise and manage subordinate staff with responsibility for all program areas within the assigned area of jurisdiction
- Advise personnel on departmental rules, regulations and policies; assist in the development of procedures to ensure compliance.
- Conduct random internal audits of resident files to ensure compliance with admissions and continued occupancy policies and/or housing management procedures.
- Participate in ongoing training programs.
- Responsible for the safeguard of all development assigned assets, including conducting non-scheduled on-site audits of fixed assets and/or staff tool lists.
- Prepare budgets, monitor expenditures sign invoices, track fee for service labor to ensure fiscal soundness of the property.
- Meet with resident associations, service coordinators and THA management on an as needed basis.
- Perform annual and interim recertifications of residents.
- Responsible for the enforcement and implementation of the provisions of the lease agreement and all HUD and Housing Authority policies, regulations and guidelines as applicable to all residents.
- Initiate court proceedings in accordance with the Oklahoma Landlord Tenant Act, HUD regulations and THA policies when no other remedy can be obtained.
- Establish rent collections procedures and assess applicable tenant charges to vacated units.
- Respond to necessary and emergency needs and requirements of residents or the site at any time, which includes after hour emergencies.
- Must have dependable insured transportation.
- Perform other duties as assigned.

Minimum requirements

Associates degree, or at least 60 credit hours (equivalent to an Associate's degree) or four (4) or more years of related experience. The types of jobs where related experience may be found are: customer service, bank teller, public or private property management and volunteer service agencies. A Public Housing Manager (PHM) or Certified Occupancy Specialist (COS) certificate is desired. Project Based Rental Assistance (PBRA) experience highly desired. A Professional Housing Manager (PHM) certificate is required or must be obtained within one (1) year, or its equivalent (i.e. Accredited Certified Manager (ARM), Certified Occupancy Specialist (COS). Requires a valid Oklahoma driver's license.

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or fax to **918-581-5721**. You may also apply online at tulsahousing.org.

Applications and resumes may be mailed to:
Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

THA is an equal opportunity/affirmative action employer. We perform criminal background checks and drug testing. Men, women and THA residents are encouraged to apply.