

Career Opportunity



Property Manager

Salary

\$50,816 - \$57,400

Department

Affordable Housing

Reports to

District Manager - Affordable Housing

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. Supervise all staff and activities at the site in a way that ensures the property remains fiscally sound.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- Establish and maintain a high level of technical expertise in Housing and Urban Development (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 service; develop controls to ensure accountability for program operation, policy implementation and the maintenance of efficiency.

- Review, analyze and input data; compose and prepare routine correspondence, complete leasing documents and reports.
- Directly supervise and manage subordinate staff with responsibility for all program areas within the assigned area of jurisdiction; ensures administrative accountability of staff; effectively assure that agency personnel policies are adhered to by staff; responsible for the accuracy of payroll, time/leave reporting/overtime and mileage logs.
- 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; promotes staff development; develop and implement staff 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.
- Responsible for achieving and maintaining optimum performance of assigned developments and staff in applicable agency and departmental goals and objectives.
- 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 to oversee the housing management and maintenance staff's development and implementation plans to enhance the appearance, maintenance, security and resident compatibility aspects.
- 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; ensure completed maintenance tasks meet established

THA inspection guidelines and time constraints.

- Respond to necessary and emergency needs and requirements of residents or the site at any time, which includes after hours emergencies. Notify appropriate members of THA senior management as required.
- Develop effective and efficient maintenance procedures that ensure quality of life at the property. Review and develop current required and anticipated needs for capital expenditures. Document and report these requirements to THA senior Management.
- Procure services and supplies for property as needed within budget constraints.
- Must have dependable insured transportation.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervise 2 to 12 employees located at various THA public housing properties. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The employee will receive instructions from the District Manager - Affordable Housing.

EDUCATION and/or EXPERIENCE

Associates degree, or at least 60 credit hours (equivalent to an Associate 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. Tax Credit Experience strongly preferred.

To apply

Qualified candidates should submit a resume to hr@tulsahousing.org or apply online at www.tulsahousing.org

Internal applicants must submit an internal application.

EOE

Drug testing and background checks are administered.