

BAYTOWN HOUSING AUTHORITY

Post Date: 8/31/2022

Position Available:

Job Title: Property Manager
Job Type: Full-Time
Hours: 7:30 am to 5:00 pm (Monday thru Thursday)
Pay Rate: Depending on Experience
How to Apply: Contact Joyce Young (Executive Director) at 281-427-6686 x 111 or at joycey@baytownhousing.org

Position Description

DUTIES AND RESPONSIBILITIES

Oversees the operations of the Public Housing department and performs procurement duties and other related work as required. Specific duties include the following:

Performs procurement duties and handles documentation of files such as Ice forms and bid documentation for procurement files, works closely with the Executive Director to ensure all documents and forms adhere to HUD regulations and compliance requirements.

Provides or assigns orientation for new residents shows unit, explains lease, and briefs resident on Authority policies and procedures.

Performs or assigns move-in, move-out inspections and ensures annual HQS inspections are done on assigned units and prepares and processes needed work orders.

Prepares or assigns move-in and move-out adjustments and vacancy notices and refunds.

Monitors work orders to ensure work is performed and posts charges for repair work.

Performs weekly/monthly inspections of buildings and grounds, resolves unsatisfactory conditions with residents and requests assistance from maintenance if required.

Monitors delinquent rent roll, issues delinquent rent notices and late payment charges, and initiates eviction process when warranted.

Interviews and counsels' residents concerning personal and family problems and refers them to social service agencies for financial and other assistance.

Monitors monthly reports on rent collections, dwelling units, accounts receivable, vacancies, and security deposits. Monitors weekly reports concerning re-exams, inspections, and occupancy.

Coordinates relocation of resident with contractor and maintenance staff during modernization of dwelling units.

Attends departmental and Authority wide staff meetings and training sessions as scheduled.

Performs other tasks as assigned.

QUALIFICATIONS AND KNOWLEDGE

Associate degree in Business, Public Administration, or Social Sciences from an accredited college or university and/or an equivalent combination of experience. Five years of progressively responsible experience as a Property Management Assistant, or at least three years working in an administrative capacity at a housing development, or an equivalent combination of experience and education.

Knowledge of Housing Authority operating policies and procedures; principles, practices, and techniques of public housing management; HUD regulations pertaining to low-rent housing; basic arithmetic, and services available through local social service agencies.

Public Housing Management Certificate required within one year of employment.

Some knowledge of modern principles, practices and techniques of budgeting and bookkeeping.

Skill in the use of basic office machines; typewriter, calculator, and photocopy machine and computer equipment.

Ability to meet and deal with the public; to establish and maintain effective working relationships with co-workers and persons outside the Authority; plan and organize meetings and other activities; prepare clear and concise narrative and statistical reports, and deal effectively with situations requiring tact and diplomacy, yet firmness.

Bendability.

Valid Texas driver's license.

SUPERVISION RECEIVED AND GIVEN

The employee receives instruction from the Director of Housing Operations. Normally, the employee plans and carries out work activities with minimal supervision and independently resolves problems that arise. The employee receives specific instructions when complaints are brought to the attention of the supervisor; and when the supervisor is contacted by the employee for direction. The employee's work is spot checked while in progress and the final product is reviewed for conformity to organizational policies and attainment of objectives.

GUIDELINES

The employee performs routine duties by following established and specific guidelines. Routinely the employee makes decisions (with direction and consultation with supervisor) concerning residents or maintenance problems using personal judgment based on prior experience. The employee is expected to adhere to all existing guidelines and compliance is monitored intermittently.

COMPLEXITY

The employee performs a large number of varied tasks that require independent decision-making on a daily basis. Work performed by the employee is primarily routine and repetitive in nature. Occasionally, the employee makes decisions regarding unusual circumstances, conflicting data, or other non-routine circumstances. In those cases, the employee adapts procedures or develops new approaches to the work.

SCOPE AND EFFECT

The Property Manager is a key position in management and operation of public housing and their work affects the residents, community groups and support agencies on a continuing basis. Successful accomplishment of duties by the employee enhances the Authority's ability to meet its overall mission of providing housing that is decent, safe, and sanitary.

PERSONAL CONTACTS

The employee has contact with Authority employees at all levels and with various persons including: the general public, vendors, the media, residents, resident association officers, officials and representatives of various social service, educational and city agencies.

The primary purpose of contacts is to gain, clarify, or give information; plan, coordinate, and advise on work efforts; motivate, influence, or direct persons or groups; and to justify defend negotiate, or resolve controversial matters or issues.

PHYSICAL DEMANDS

Work is performed both in-office and on-site and involves physical exertion during visits and inspection of units and developments. Work may entail travel to meetings, conferences, and workshops in other cities. The employee is subject to call after normal working hours in the event of illness, accident, disturbance, police-related activity, or death. Attendance at recreational activities or resident council meetings after normal working hours is sometimes necessary.

WORK ENVIRONMENT

Work involves the normal risks or discomforts associated with an office environment and visits to outdoor developments, sites, dwellings or facilities, inspections of structures and confrontations with applicants and residents.