



## **EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

<b><u>Date:</u></b>	<b>July 18, 2017</b>
<b><u>Position:</u></b>	<b>PROPERTY MANAGER / Whispering Pines</b>
<b><u>Salary:</u></b>	<b>\$27,892.80 annually</b>
<b><u>Work Hours:</u></b>	<b>Monday – Friday, 8am – 5pm / Other hours as required</b>
<b><u>Classification:</u></b>	<b>Permanent / Full Time</b>
<b><u>Benefits:</u></b>	<b>Medical, Dental, Life, Short-term Disability, retirement, paid leave</b>
<b><u>How to Apply:</u></b>	<b>Submit resume, three professional references, and salary history. Position open until filled.</b>

### **Job Description:**

The Property Manager is responsible for the overall operations of a housing development. Qualified candidates should possess a minimum of 1 year of relevant experience.

**MHA requires pre-employment drug screening and is an equal opportunity employer.**



**HONESTY INTEGRITY**  
**ACCOUNTABILITY COMPASSION**

## **JOB DESCRIPTION**

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Job Title: Property Manager – Whispering Pines

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### **SUMMARY**

To be responsible, under the supervision of the Housing Management Coordinator, for the overall management of site operations and supervision of property staff.

1. Oversee the overall operations of the housing development
2. Ensure the maintenance of accurate tenant files and related documentation
3. Establish and maintain an adequate waiting list per established procedures
4. Utilize professional marketing procedures to maintain the highest possible level of occupancy
5. Approve or disapprove applications for occupancy based on information gathered by site personnel
6. Process payments and make bank deposits; submit reports to accounting
7. Complete weekly activity reports
8. Complete other reports as required
9. Address resident concerns in a professional manner
10. Ensure the compliance of all rules and regulations of residents and subordinates

11. Perform personnel functions including hiring, training, and taking disciplinary action
12. Process requisitions for office, administrative, and maintenance supplies for the property
13. Maintain accurate inventory of all consumable and fixed inventory assets
14. Complete and submit incident reports for all events that may involve injury or damage
15. Maintain property facilities in a neat, orderly, and business-like manner at all times
16. Cooperate with local law enforcement to ensure safety of residents and staff
17. Coordinate technical support to ensure functionality of computer systems
18. Perform other duties as assigned by supervisor

### ***Tenant Relations***

1. Counsel residents who are not complying with established policies and procedures
2. Refer residents with special problems to agencies that provide assistance
3. Resolve conflicts and complaints among residents
4. Prepare and enforce eviction proceedings

### ***Supervising Personnel***

1. Participate in pre-employment interviews and assist in hiring decisions
2. Interpret and apply personnel policies, departmental policies, and other relevant policies and procedures
3. Review time and leave reports for assigned staff
4. Train or assist in the training of site personnel

5. Prepare and review performance appraisals and discuss with subordinates as appropriate
6. Counsel employees regarding job performance and document in accordance with established procedures
7. Recommend disciplinary action as needed

#### SUPERVISORY RESPONSIBILITIES:

Position is responsible for the supervision of property staff including resident coordinator staff.

#### POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE:

Degree from an accredited college or university in a related field or 4 years of related work experience. A combination of education and/or work experience may be considered.

#### COMMUNICATION SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from associates, superiors, and the general public.

#### MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common factors, and decimals. Ability to compute rate, ratio, and percent.

#### PROBLEM SOLVING ABILITY:

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. Receive instruction verbally, written, and by plans or specifications. Judgement must be exercised in the review and analysis of the Authority's financial statements.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Oklahoma drivers license. Ability to be covered under the Authority's fidelity bond. Ability to be covered under the M.H.A. company auto insurance.

**OTHER SKILLS AND ABILITIES:**

Must have accurate typing speed of 40 WPM and computer experience is desired. Must be able to work with minimum supervision, have a sense of priorities and initiative. Must be able to exercise tact and meet the general public. Must be willing and able to retain all confidential information relating to applicant, tenant and Housing Authority information. Ability to perform assigned responsibilities, as well as new and changing duties.

**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 function.

When performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee must occasionally lift, and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties of this position are normally performed indoors under normal working conditions

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_