

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY	JOB DESCRIPTION		
	Position Title		
	Assistant Property Manager		
	Reports To	Property Manager	Starting Rate
Department	Housing Operations	Date	February 27, 2024

General Statement of Duties:

The Assistant Property Manager is directly responsible for managing subsidized housing for low and moderate income families to assist the Property Manager. This position will assist the Property Manager in effectively managing the assigned communities. In the Property Manager's absence, the Assistant Property Manager will assume all responsibilities associated with accomplishing community objectives as set forth by the Property Manager and the Director of Housing. In addition, the Assistant Property Manager works in close coordination with the maintenance division. Immediate supervision is received from the Property Manager.

Essential Job Functions (Illustrative Only)

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise balance the workload.

1. Assist with effective day-to-day operations of the communities owned and operated by SRHA.
2. Provides aid to residents in solving social and economic problems when feasible.
3. Assumes responsibility to assist in collection of rents, collection of delinquent rents, prepare suit lists, prepare court documents, complete monthly close out, maintain resident files, marketing, and other tasks assigned by the Property Manager.
4. Investigates resident's complaints and subsequently affects their resolution, when possible, to the joint satisfaction of both resident and management.
5. Counsel residents as necessary.
6. Scheduling of maintenance repairs and ensuring maintenance repairs are handled satisfactorily by contacting residents with completed service requests on a weekly basis.
7. Prepares or supervises the preparation of required records.
8. Makes periodic inspections of grounds and resident's living conditions and reports of findings for submission to appropriate office and staff personnel.
9. Prepare new leases and secure tenant signatures. Prepare re-certifications lease renewals, interim adjustments, and other documents. Perform initial inspections as to condition prior to leasing and report to ensure that units are being maintained according to lease.

10. Assures correctness of regular/interim re-exams, conducts interviews on same. Data entry of interims and annual re-exams as needed to ensure program compliance.
11. Maintain files with daily filing in tenant, maintenance, vendor, and project files.
12. Maintains space inventory and workspace in clean and orderly manner.
13. Assures HUD records are current and processed in a timely manner. Supports Property Manager in ensuring all HUD required goals as met with HUD REAC, HUD monthly PIC reporting rates to ensure program compliance.
14. Represents SRHA in court when necessary.
15. Promotes resident activities, assist with resident portals, setting up for community activities, facilitating community activities and other resident engagement activities.
16. Performs other duties as assigned and may attend meetings representing SRHA.

Required Knowledge and Abilities

1. Any combination equivalent to graduation from a college or university in Business Administration, Social Services, or related fields together with at least three (3) years of experience in housing management is preferred.
2. Proven administrative experience within the field of low- and moderate-income housing management is an acceptable substitute for a college degree.
3. Public Housing Manager Certification, Certified Property Manager or designation is desirable (is required within twelve (12) months of entry into position).
4. Thorough knowledge of housing management practices, principles, philosophies and policies. Good reading comprehension skills.
5. Ability to maintain effective relationships with residents and co-workers.
6. Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable, and courteous service to customers. Ability to effectively present information.
7. To perform this job successfully, the employee should have strong computer skills (proficient in MS Word, Excel, and Outlook). Computer literacy is essential. Must have the ability to learn other computer software programs as required by assigned tasks. Must be able to write notices, create flyers and letters as required.
8. The ability to multitask and maintain a professional appearance is a must.
9. Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as HUD required rental calculations to complete interim and annual reexaminations. Conducts basic financial analysis.
10. HUD program knowledge of rental calculations, HOTMA requirements and NSPIRE REAC inspection protocol. Knowledge of the VRLTA as it relates to property management.

Physical Requirements:

1. This is a sedentary work requiring the exertion of up to 10 pounds of force, and a negligible amount of force frequently or constantly to move objects.
2. Work requires reaching, fingering, grasping and respective motions.
3. Vocal communication is required for expressing or exchanging by means of the spoken word.
4. Hearing is required for perceived information at normal spoken word levels.
5. Visual activity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicle or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.
6. The worker is not subject to adverse environmental conditions.

Special Requirements:

1. Valid Driver's license required and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must supply a criminal background record check.