FLINT HOUSING COMMISSION
JOB DESCRIPTION

TITLE: ASSISTANT PROPERTY MANAGER

REPORTS TO: PROPERTY MANAGER

SUPERVISES: N/A

GENERAL STATEMENT OF DUTIES:

Assists in the management of the day to day operations of FHC properties inclusive of, but not limited to, assisting with the duties of leasing units, processing move-outs, tenant counseling, and site visits.

RESPONSIBILITIES:

- Assists in planning, coordinating and the development of strategies to increase occupancy and decrease delinquent accounts receivable, must concentrate management activities toward goals of 100% occupancy and 5% or less TAR delinquency rate in development(s).
- Must be knowledgeable of the ACOP and HUD rules and regulations and all other federal rules and regulations that govern housing programs.
- Ensures that health, safety, and maintenance concerns are addressed in a timely manner.
- Reviews prospective and current tenant files for accurate rent computations, verification, and certification to ensure the tenant is paying the appropriate rent.
- Uses initiative and judgment in relieving the Property Manager of many routine administrative and tenant-related matters.
- Runs rent roll the first day of each month.
- Coordinates move-ins and move-outs of incoming and outgoing residents.
- Performs counseling to families for rent, anti-social activities, unauthorized guests and other lease violations. All counseling sessions must be documented and placed in the tenant's file.

- Conducts routine on-site visits for new move-ins and existing residents to provide assistance, support and to develop a positive rapport.

- Prepares reports as required by Supervisor.

- Assists with Tenant Council and Key Holders as needed.

- Responsible for the inspection of the property, which includes the grounds and common areas daily.

- Assists with the coordination of programs and services to maximize security, health, and safety within the assisted housing community.

- Works with Resident Selection Specialist in an effort to house applicants.

- Assists the Property Manager in developing marketing strategies to ensure occupancy of units.

- Determines rents as per rent formula and determine increases or decreases at reexaminations. Must evaluate resident income, verify, and make a proper determination of rent payment level. Must include all required recertification forms and verifications as required by ACOP and Public Housing

- Prepares new leases, recertification, lease renewals, interim adjustments, and other documents, while ensuring that proper signatures are present.

- Performs initial inspection prior to leasing and annual housekeeping inspections, to ensure units are being maintained according to all required housing quality standards.

- Completes incident reports for all acts of improper conduct, accidents and/or injuries of employees, residents, visitors, vendors, and contractors. Reports all incidents to the Property Manager.

- Processes work orders at assigned sites – originating, follow-up, closing of work orders, and coordinating with vendors and maintenance technicians.

- Maintains, updates, and files all tenant records.

- Receives and enters daily rental payments for residents.

- Prepares all daily deposits for rent collected.

- Processes transactions such as security deposit charges, charges to residents, transfer balances, and rent increases.

- Prepares 14 Day Notice for non-payment of rent for review by Property Manager

- Provides a list of all the tenants that have not paid their rent to the Property Managers. Completes non-payment of rent summons and complaint forms for the Attorney to process at Court.

- Coordinates court processing for residents delinquent accounts, judgments, and order of evictions.

- Contributes to team efforts by performing other responsibilities and duties as required or assigned.

QUALIFICATIONS:

- Associates Degree in business administration, public administration, or related field and/or equivalent work experience.

- One (1) year of experience with working public housing or leasing properties.

- Demonstrates skills in working independently; effectively communicating with a variety of visitors, clients and staff in a variety of situations; must be able to plan, organize and make sound judgments and decisions; utilize proper grammar, punctuation, spelling and correct arrangement of information; and used computer software such as database and word processing.

- Must obtain the Public Housing Specialist certification or equivalent certification within one (1) year of employment. Failure to obtain the Public Housing Specialist Certification may result in discipline up to and including termination of employment.

- Possession of a valid Michigan Driver's License.

By signing below, the employee is acknowledging that he/she understands the requirements, essential functions and duties of this position.

Employee's
Signature_____Date_____