

**DOUGLAS COUNTY HOUSING AUTHORITY
Omaha, Nebraska**

POSITION DESCRIPTION

Title: **Property Manager**

Reports To: **Director of Section 8/Public Housing**

Revision: **November 2021**

Pay Grade:

JOB SUMMARY:

This position reports to the CEO and contributes to the growth and viability of the Douglas County Housing Authority as an innovative developer, owner and landlord of low-rent housing programs. This position is responsible for the property management of multiple properties in a manner consistent with DCHA's mission statement.

It applies to either the LIHTC Property or the Rental Housing Property. Essential functions include supervision of financial management, and ensuring compliance with applicable performance standards as well as compliance with applicable HUD and other federal and state regulations and DCHA's policies and procedures. Responsible for the preparation and monitoring of all budgets to ensure financial viability of property; must examine income versus expenditures, ensure procured goods or services are necessary and within budgeted amounts, and evaluate the capital needs of properties. Monitor applicable performance indicators including physical condition of buildings and systems, financial condition of property, resident satisfaction, and management performance.

Responsibilities/Management:

1. Manage resident files, quality control and maintains records of the file reviews
2. Manage and maintain the rental housing program wait lists.
3. Manage all steps and processes in the rental housing programs according to policies and procedures.
 - ✓ Application process
 - ✓ Waiting list management
 - ✓ Selection process
 - ✓ Repayment Plans
 - ✓ Annual and interim reexamination process
 - ✓ Termination and evictions
4. Make the determination on suitability for occupancy in the rental housing programs regarding landlord history and credit reports.
5. Manage the Low-Rent Community Service Requirement as required by policy and regulation
6. Manage the Affirmative Fair Housing Marketing Plan.
7. Maintain a minimum of 98% occupancy in all housing programs.

8. Maintain a monthly Occupancy and Turnaround Time report for PHAS annual certification and provide a copy to the CEO by April 15 of each year.
9. Assist in the development of all rental housing program policies and procedures.
10. Recommend revisions to the policies and procedures when required by the organization or outside controlling agencies.
11. Implement regulatory changes to program operations
12. Attend training and Association conferences requested by the CEO
13. Monitor all programs for compliance with program rules, DCHA objectives and independent auditors' requirements. This includes all HUD, NIFA and any other funding sources, regulations and rules.
14. Submit an annual internal tenant file compliance audit report to the CEO
15. Prepare the monthly reports required (Occupancy; LIHTC; HUD) and submit to the CEO
16. Under the direction of the CEO coordinate and assist in the preparation of various reports required for the Douglas County Housing Authority and its Rental Housing Programs
17. Investigate and resolve tenant complaints and enforce occupancy requirements, including communication and completing/ following up on incident reports within established timeframes as necessary.
18. Investigates lease violations and document or delegate the documentation of such incidents; initiate or approve lease terminations; direct the serving of notices to quit the premises.
19. Collaborate on a regular basis with internal departments to ensure the needs of the property, agency and residents are addressed, including compliance, public safety, capital funds, procurement and resident services.
20. Coordinates and manages the regularly scheduled tenant meetings
21. Maintain work area and files in a neat and organized manner
22. Assist the CEO with the Quality Control process
23. Other activities assigned by the CEO

Physical Needs/Maintenance

1. Conduct the bi-annual housekeeping inspections on all rental housing properties.
2. Coordinate the turnover of vacated units with the Maintenance Manager.
3. Participate in capital planning process by obtaining recommendations from subordinate staff and residents regarding capital needs, assisting the Capital Funds Department in the planning process, and approving payments to and monitoring work of contractors.
4. In coordination with Foreman, ensure that outcomes related to property maintenance work and regular building inspections are met, including monthly preventative maintenance inspections.
5. Ensure that outcomes related to unit turn-around work are met and that work is scheduled and completed in order to meet leasing goals.
6. Prepare for and participate in all REAC related activities, include preparation for REAC inspections and responding to any deficiencies identified.

Financial Management

1. Assist with preparing an annual operating budget and revise as necessary.
2. Monitor budget performance through monthly review and reporting. Help to ensure a positive cash flow for the property by maximizing property income while minimizing expenditures.
3. Approves purchase orders for all office supplies, building maintenance supplies and contract Services in a timely manner.

QUALIFICATIONS:

Education:

A Bachelor degree in management, public administration or related field is desired. The person for this position must possess strong organizational, interpersonal, communication and leadership skills. The person for this position must be able to deliver the DCHA services with compassion while treating all clients/tenants with dignity. The person for this position must have the ability to work with individuals from varying ethnic and socioeconomic backgrounds. Possess strong computer skills with a working knowledge of word-processing and spreadsheet software, and office equipment is necessary.

Belief in Douglas County Housing Authority Mission; ability to listen, be objective and show courtesy, compassion, initiative and good judgment.

EMPLOYEE’S STATEMENT OF ACCEPTANCE:

I accept the conditions associated with this job description and agree to work with management to accomplish the goals of the organization.

Employee Signature

Date