

PROPERTY MANAGER for NORTHEASTERN TOWERS

Job Description

We are currently seeking a Property Manager to join our team. The mission of the Northeastern Towers is to promote adequate and affordable housing, economic living opportunities, and a suitable residential environment free from discrimination for low-income to very low-income families, persons with disabilities, or the elderly. The Towers provides housing for the disabled and elderly population through Section 8/202 housing. The person in this position will manage site operations and will be responsible for all activities to ensure that the property is operated in an efficient, cost effective manner while providing high quality, well maintained housing to all residents. Along with daily hourly work, evenings, on call and weekend work may occasionally be required.

Duties include, but are not limited to: collecting rent and other charges, keeping track of delinquent resident accounts, day-to-day maintenance of physical properties, resident relations, and establishment of liaisons with agencies or organizations supplying services to the projects of the NEC Towers and residents.

This job requires the exercise of mature, independent judgment, tact in dealing with all types of people in stressful situations, thorough knowledge of pertinent NEC Towers policies and the Department of Housing and Urban Development regulations, as well as state and federal laws regarding evictions. Work is reviewed primarily through meetings, review of reports and evaluation of results obtained.

Duties and Responsibilities

- Under the general supervision of the Northeastern Towers Board of Directors, the Property Manager will perform or provide oversight to a wide variety of supervisory and technical tasks depending on the portfolio composition
- Work in a highly collaborative, team environment with main office staff, maintenance staff, resident outreach, and contractors
- Process new resident move-ins and move-outs
- Responsible for managing and communicating unit transfers
- Answer tenant re-certification questions as needed to help ease tenants with transition
- Upon resident admission, conduct lease orientation to clearly explain all the provisions of the lease, policies, explain maintenance charges, obtain signature, give originals to main office
- Communicate maintenance needs for all buildings, units and grounds and enter into the work order system
- Conduct annual and special unit inspections as well as unit turnarounds and showings
- Investigate and respond to requests or concerns from residents in a timely and efficient manner
- Maintain and submit required reports in a timely manner in compliance with state and federal requirements

- Monitor conduct of residents to ensure compliance with rules, regulations, and lease requirements as well as maintain written records and report occupancy violations, disturbances and other infractions
- Regularly check grounds and common areas to ensure there are no safety hazards
- Enforce and process lease violations in accordance with NEC Towers lease requirements
- The person in this position will also be responsible for evictions and coordinating with legal counsel in accordance with Towers grievance policy
- Work with the Towers Service Coordinator and participate in special events and activities as necessary
- Answer questions and assist residents with information on programs or services available to them and/or refers to the appropriate resource or agency and maintain ongoing communication with residents.
- Responsible for collection of rent
- Distribute communications to residents such as late notices, demand for rent & eviction notices

Education and Experience

A Bachelor's Degree in Business, Social Services, or related fields or equivalent and a minimum of three (3) years of experience in housing management is required. Proven experience in the field of low and moderate-income housing management, along with thorough knowledge of housing management practices, principles, philosophies, and policies. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.

Independent decision making abilities and experience handling and resolving problems using skills gained through social work, community organization work or similar types of experience is required. Ability to maintain effective relationships and analyze situations to identify problems, offer solutions and communicate with different people in a wide variety of situations. The successful candidate should be mission-driven, able to maintain the strong values of the NEC Towers and to seek creative solutions to problems in a positive, team-oriented and judgment free environment.

Demonstrate knowledge of the Public Housing Lease and the Admission and Continued Occupancy Policy (ACOP), the standard administrative guidelines to property management, which governs public housing policies. Familiarity with applicable local, state, and federal laws and HUD regulations. Training in HUD Housing Occupancy and Leasing is a plus. Excellent computer proficiency working with complex databases, Microsoft Office applications including Teams, Word, Excel and knowledge of Yardi Financial Reporting is also required.

A valid driver's license is required. The hired Property Manager will be required to obtain certification as a Public Housing Manager within the necessitated time.

Deadline to Submit

Resume for the position should be sent to the Northeastern Conference of SDA Headquarters, office of the Executive Secretary, no later than October 5, 2020.

Attention: Dr. Oswald Euell. Email: oeuell@northeastern.org (718) 291-8006 Ex 2229