

## **JOB POSTING**

**Job Title: Assistant Property Manager**

**Supervisor: Property Manager**

### **JOB STATEMENT:**

The Assistant Property Manager has a responsibility for assisting with the administration and performance of all aspects of property management, including but not limited to occupancy; rent collections; resident relations; and general administration. The Assistant Property Manager works collaboratively with the Property Manager and Maintenance team to ensure the property is up to standards and maintenance work orders and completed, including routine, preventative and emergency. The Assistant Property Manager advances the mission of GMAHA and adheres to all Authority policies and procedures. This Assistant Property Manager position will report to various locations when needed, but will primarily be responsible for the Oak Grove location. Must be flexible and dependable.

### **JOB DESCRIPTION:**

- Assists Property Manager in daily management and operations of public housing project, including marketing, admissions, occupancy, work orders, and resident services activities.
- Greets clients, provides them information and assistance.
- Assists in showing apartments
- Interviews potential residents and coordinates application intake with the Program Intake Specialist
- Assists with preparation of lease agreements with tenants; obtains and verifies personal and financial information, as needed and maintains individual tenant files.
- Sends notices to residents and maintains appropriate and accurate reports / lists / accounts.
- Receives rent payments, security deposits and other payments and issues receipts; assists with posting of rents, rent adjustments, etc. to resident accounts.
- Assists in the preparation of daily deposits and balancing daily cash receipts.
- Assists in the preparation of late notices and other resident statements, notices and correspondences.
- Assist with requests or complaints from residents and assists regarding social / personal problems and refers residents to appropriate agencies as needed.
- Dispatches work orders as needed and processes documentation
- Assists in housing unit inspections such as move-in/move-outs, transfer requests, housekeeping or special requests in response to complaints.
- Coordinates events and helps facilitate the use of the community space.
- Updates bulletin board information in the common/office area.
- Assists with property management reporting as needed / directed.
- Orders and stocks office supply inventory.
- Coordinates the stocking of vending machines and collects funds for deposit.
- Contributes to the team effort when needed.

- **Performs other duties as assigned.**

**JOB QUALIFICATIONS:**

- High School Diploma or GED required. Five years of experience in an administrative field, public or social service agency or property management.
- Experience working with data entry, bookkeeping, rental agreements or clerical experience.
- Ability to understand and follow Public Housing regulations and policies.
- Must receive Certifications for Rent Calculations for the Public Housing program within twelve (12) months of employment.
- Ability to obtain the Public Housing Manager (PHM) designation if desired.
- Must have excellent communication skills: be able to communicate in a clear and concise manner, both oral and written.
- Must be proficient in using the Microsoft Office Suite (Word, Excel, Power point, and Outlook).
- Work is performed in-office and on-site and involves some physical exertion during visits and inspection of units and developments and the Assistant Property Manager must be able to travel to meetings, conferences and workshops locally and in other cities.
- Work involves the normal risks and discomforts associated with an office environment and visits to outdoor developments, sites, dwellings or facilities, inspections of structures and the potential for opposition with applicants and residents.
- Must have dependable and reliable transportation.
- May be required to lift files or other items weighing up to 30 pounds.
- Normally, the employee is required to work Monday through Friday but on occasions may be assigned to work in the evenings, weekends and on holidays.
- Must have a valid Illinois Driver's License and be eligible for coverage under the Housing Authority's fleet auto insurance.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position. This does not create an employment contract or any promise for any term or condition of employment or otherwise alter the at-will employment relationship.

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**SIGNATURE**

**DATE**

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**PRINT NAME**