



## JOB DESCRIPTION

<b>Position:</b>	<b>Assistant Property Manager – Tax Credit</b>
<b>Location:</b>	St. Petersburg, FL
<b>Supervisor:</b>	Asset and Portfolio Manager
<b>Status:</b>	Full-time Exempt
<b>Hiring Range:</b>	\$33,200.00 - \$45,000.00
<b>Overall Responsibility:</b>	Assist the Portfolio and Asset Manager in ensuring the efficient and effective operation of assigned properties. Work responsibilities include assisting with operational and financial aspects to include lease renewals, rent collection, maintenance request, delinquency management and evictions. Performs financial and operational reporting. Ensures compliance with federal, state and local laws and regulations as well as the Authority's policy and procedures.

### Duties and Responsibilities

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The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Processes move-ins, move-outs and lease renewals. Advises new tenants on public housing and affordable housing occupancy requirements and responsibilities.
- Conducts eligibility of the initial examination/certification and the re-examination/recertification for the tenants' income and family composition, as applicable.
- Interviews prospective residents, shows available apartment units to applicants, and explains the operation of the dwelling equipment.
- Manages and maintains a waiting list of prospective residents per HUD and Housing Authority guidelines.
- Maintains and monitors lease and accounting records, accounts receivable/delinquency records, and eviction notifications.
- Prepares and monitors daily, weekly, and monthly vacancies and delinquency reports.
- Establishes and maintains a good rapport with the public, fellow employees, residents, and other housing authorities, and promulgates and maintains Housing Authority policies, rules and applicable HUD regulations.
- Assists in performing property inspections and alerts appropriate staff of items requiring attention.

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- Processes evictions including paperwork completion, serving and filing notices, communicating with attorneys, and attending court hearings.
  - Assists in coordinating follow-up and initiation of work orders and request for maintenance work with the maintenance personnel.
  - Performs general office functions including preparation of correspondence, rental notices, etc.
  - Assist in publishing residence newsletter.
  - Assist Portfolio and Asset Manager in training other staff.
  - Assist with resident relations and problem resolution.
  - Assumes property operations responsibility in the absence of the Portfolio and Asset Manager.
  - Performs other related duties as may be assigned.
  - Completes financial and leasing reports.
  - Collects delinquent account balances from current and previous residents and invoice residents for late fees and special maintenance charges.
  - Assists the Portfolio and Asset Manager with timecard submission.
  - Assists in maintaining and monitoring accounting records including accounts receivable/delinquency records.
  - Posts collections to resident account cards, prepares financial reports and reviews same to assure accuracy and completeness prior to submission.
  - Updates computer systems to reflect current occupancy information.
  - Audits records and files to identify items requiring administrative action such as lease expirations, delinquent accounts and unlawful detainers.
  - Audits new and current lease agreements and resident files.
  - Stays informed on applicable changes and updates to federal and state regulations/laws.

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### **Supervisory Authority**

No supervisory authority

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### **Supervision Provided**

Operates under direct general supervision of the Asset and Portfolio Manager.

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### **Knowledge, Skills, and Abilities Required**

#### **Knowledge of:**

Applicable HUD and LIHTC regulations.

Real estate, landlord/tenant and fair housing laws.

Principles, policies, and procedures of public housing administration.

Rental housing industry and local market conditions.

Public relations principles.

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Daily property management operations.

**Skills in:**

Excellent oral and written communication  
Effective time management and strong organizational skills  
Establishing and developing community relationships  
Interpreting federal regulations  
Good judgment and decision making  
Partnership and team building

**Ability to:**

Obtain a Public Housing Manager Certification or equivalent within one year of completion of probationary period.  
Successfully pass the Housing Credit Certified Professional (HCCP) within one year of completion of probationary period, if applicable.  
Manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.  
Establish a good rapport and tactfully deal with employees, residents, and the public in a congenial and diplomatic manner.  
Follow, carryout, and enforce oral and written instructions, policies, rules, and regulations.  
Anticipate potential problems and needs in order to develop and initiate timely appropriate corrective action.  
Use sound judgment and make and implement decisions.  
Effectively initiate and manage work projects.  
Perform daily inspection of all offices, apartment units, grounds, etc. at the assigned development.  
Sit at a desk or conference table to enter information for extended periods of time.  
Check stairwells and hallways for cleaning and lighting.  
Access file cabinets for filing and retrieval of data.  
Give tours of facilities.  
Travel between multiple sites as required.

**Physical Requirements**

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Ability to physically meet with prospective and active partners in the community  
Possess the level of manual dexterity sufficient to operate terminal keyboard, telephones, fax/copy machines and general office supplies  
Ability to sit at a desk or conference table for extended period  
Frequently move about the office and access stored files and records  
Ability to move, handle, or lift moderately heavy objects such as computer equipment

## Education and Experience Required

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Graduation from a standard high school or possession of a GED certificate. An Associate's Degree from an accredited college or university is preferred.

Experience in real estate, property management or management of facilities involving public contact and bookkeeping.

Three years of progressively responsible management experience in public housing or property management.

At least of one (1) year of LIHTC/HOME property management experience preferred.

Computer proficiency in Windows operating systems and MS office software, including Word, Excel, and Outlook. Able to operate Internet applications and email, as well as other proprietary software programs.

Possession of Housing Credit Certified Professional certification preferred.

An equivalent and acceptable combination of education and experience may be considered at the sole discretions of SPHA.

## Other Requirements

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Must possess valid driver's license.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the above job description and understand and accept the tasks as outlined herein.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

*SPHA is an Equal Opportunity Employer*

*Reasonable accommodations may be made to otherwise qualified individuals with disabilities*