



## Leasing & Property Manager

*Position specifications are intended to present a description list of the range of duties performed by employees in the position. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

This position performs a variety of high level administrative and technical work related to the provision of project based subsidized housing. The purpose of this position is to perform leasing and occupancy duties that support and maintain occupancy levels at maximum potential. This position requires in depth knowledge of the U. S. Department of Housing and Urban Development(HUD), U. S Treasury's LIHTC and U. S. Department of Agriculture's Rural Development regulations and fair housing laws. Candidates for this position must demonstrate the ability to lease apartments and maintain occupancy using proven industry techniques and practices. The Leasing and Property Manager must maintain positive interactions with all people during the performance of the job responsibilities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from Executive Administrator, and general direction from the Leasing & Property Management Lead. Exercises direct task supervision over technical and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS**—Essential responsibilities and duties include, but are not limited to, the following:

#### **Essential Functions:**

1. Plan, coordinate and participate in the activities and operations of the housing programs administered and managed by Grand Forks Housing Authority (GFHA);
2. In collaboration with the Housing Intake and Waitlist Specialist and through the development and supervision of marketing activities, this position is responsible for leasing and occupancy of assigned properties to generally acceptable levels of 95% to 100%;
3. Be actively involved in the budget process and manage properties in a sound fiscal manner;
4. Be responsible for the physical appearance of the assigned properties;
5. Administer and manage properties in accordance with applicable regulations and policies;
6. Coordinate assigned activities with other departments, divisions, outside agencies and the general public;

7. Perform a variety of technical tasks and highly responsible and complex duties;
8. Certify that applicants are eligible for the rental unit and/or housing assistance program;
9. Complete initial admission, annual and interim re-certifications as required;
10. Responsible for leasing functions such as: explanation of lease, Tenant Handbook, and all required forms and documents;
11. Maintain knowledge of housing assistance programs, LIHTC and HOME regulations;
12. Cooperate and assist with monitoring reviews, providing all required information in a timely manner;
13. Maintain knowledge of computer software in a comprehensive way to maximize efficiency;
14. Deal with tenant complaints and conduct exit surveys to improve occupancy and to remove noncompliant tenants;
15. Cooperate with legal services and law enforcement agencies to determine eligibility and continued occupancy of applicants and tenants who are involved in criminal acts;
16. Responsible for the eviction process of tenants in accordance with lease, State and local laws;
17. Responsible for timely issuance of tenant notices such as annual re-certifications, late rent and rent increases;
18. Communicate and cooperate with Resident Service Coordinators and local social service agencies;
19. Monitor and supervise marketing activities for rental properties and housing assistance programs;
20. Prepare, review and submit, as necessary, required reports to Federal, state and local agencies and tenants, to include preparation of Special Claims, HAP requests, EIV monitoring, Deposit Accounting; as well as file organization for monitoring and scanning;
21. Assist in the development and compliance of office policies and procedures to assure efficient workflow and customer service;
22. Assign appropriate tasks to appropriate Housing Program(s) Assistant and monitor performance of same;

23. Attend and participate in professional group meetings;
24. Periodically conduct physical inspections of rental properties to assess condition and recommend improvements;
25. Communicate with property owners and provide information about their properties as requested;
26. Perform related duties and responsibilities as required and assigned.

### **QUALIFICATIONS (Knowledge, Skills and Abilities)**

#### **Knowledge:**

Operational characteristics, services and activities of Federal subsidized housing programs and GFHA; Contract, lease and rental agreements; Federal housing program regulations; Principles and techniques of property management; Pertinent Federal, State and local laws, codes and regulations; Fair Housing Laws and policies; Modern office equipment including computers.

#### **Skills:**

Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted, both within and outside of the authority, in the course of work; Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

#### **Abilities:**

Learn Federal housing program regulations; Interact with people of all backgrounds; Maintain physical condition appropriate to the performance of assigned duties and responsibilities; Organize and administer different housing assistance programs; Interpret and explain GFHA policies and procedures; Communicate with clients in a positive and supportive manner; Interact with people of varying social, economic and ethnic backgrounds; Prepare clear and concise reports; Operate and use a computer; Maintain a valid state issued Driver's License.

### **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of Experience and Training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Four years of increasingly responsible experience in affordable housing programs or a related field, including two years of administrative and supervisory responsibility and customer service. Property management experience.

Four years professional use of computer software. Prefer knowledge of YARDI software. Prefer experience with Federal housing assistance, LIHTC and Rural Development Programs.

**Training:**

Prefer equivalent to a Bachelor degree from an accredited college or university with major course work in business administration, social work or a related field.

**LICENSE OR CERTIFICATE REQUIREMENTS**

Possession of, or the ability to obtain within twelve months:  
Certified Occupancy Specialist Certification, or  
Tax Credit Specialist, or  
Rural Housing Specialist

Possession of a current, appropriate driver's license or the ability to obtain one within ten days.

**WORKING CONDITIONS****Environmental and Physical Conditions:**

Office and field environment; travel from site to site; work with computers; Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

**WAGE BAND**

Grade 37

This is an exempt position with a starting salary of \$38,688 - \$43,534, DOQ.

Benefits include health insurance, retirement program, vacation and sick leave.

See theGFHA.org/careers for more information on benefits.

**TIMELINE**

GFHA staff will review applications on a continual basis with the hope of beginning interviews as early as May 31, 2019.

**APPLICATION INSTRUCTIONS**

Interested parties may apply by submitting their resume and cover letter to [gfhajobs@thegfha.org](mailto:gfhajobs@thegfha.org).

Please clearly include name in attachment title. *Example: SmithJohnResume08.2018*

*Questions regarding the Leasing & Property Manager position may be directed to  
Tina Hoffart at [thoffart@thegfha.org](mailto:thoffart@thegfha.org), or (701) 787-9437.*