



POSITION DESCRIPTION

Assistant Property Manager – East Side

Reports To:	Property Manager
Department:	Property Management
FLSA Status:	Non-Exempt
Union:	Local 1303
Date Adopted:	October 19, 1988
Revision Dates:	February 8, 2011

Position Summary:

This position will support the operations of property management

Essential Duties and Responsibilities (include but are not limited to):

- Performs rent computations and annual/interim re-certifications.
- Collects rent and other fees from residents.
- Inspects dwelling units.
- Enforces lease requirements.
- Handles transfers and leasing.
- Processes work orders.
- Provides orientation for incoming residents, reviewing the lease, rules and regulations, etc.
- Communicates with residents and social agencies, as required.
- Coordinates the sequence of the preparation of vacancies with the maintenance department.
- Prepares necessary documents to close out vacated accounts and resolve security deposit refunds within the statutory time limit.
- Inputs data into management software.
- Prepares occupancy reports as required. Sorts and files data; develops and maintains appropriate filing and record retention system.
- Operates a variety of office equipment.
- May be required to perform other related duties as required and/or assigned.

Knowledge, Skills and Abilities:

- Excellent communication skills.
- Strong ability to handle cash and make computations and tabulations with speed and accuracy.
- Strong working knowledge of office procedures, practices and equipment.
- Accurate typing and data entry skills.
- Ability to operate independently, exercise initiative, and make decisions within stated guidelines.
- Ability to acquire working knowledge of department programs, policies, and operations.
- Strong human relations skills enabling effective communication with applicants, residents and community agencies.

Supervisory Responsibilities:

None.

Minimum Education/Experience Requirements:

Graduation from an accredited college or university with an Associate's Degree in business management, public administration or a related discipline is required. A minimum of five (5) years of experience in general office work is compulsory. Additional years of education from an accredited college or university may be substituted for experience with one (1) year of education replacing two (2) years of experience. Being bilingual would be an asset.

This position description lists the most significant duties of this role. However, this description is not intended to be an all-inclusive list of responsibilities, skills or working conditions associated with the position. Although it is intended to accurately reflect the activities and requirements of the position, duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.



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Additional Requirements:

Microsoft Excel, Word, Outlook proficiency. Tax credit experience strongly preferred. An exam will be administered which will assess competency (data entry, etc.) level in accordance with the position description. A current driver's license and the ability to maintain a current license. Pass a pre-employment physical and drug test, educational and criminal background check.

Physical Requirements:

Provided under separate cover.