



“FLINT HOUSING COMMISSION OPEN POSITION” (Open to the Public)

TITLE: ASSISTANT PROPERTY MANAGER

REPORTS TO: PROPERTY MANAGER

SUPERVISES: N/A

GENERAL STATEMENT OF DUTIES:

The Flint Housing Commission is seeking an Assistant Property Manager to assist in the management of the day to day operations of FHC properties inclusive of, but not limited to, assisting with the duties of leasing units, processing move-outs, tenant counseling and site visits.

RESPONSIBILITIES:

- Assists in planning, coordinating and the development of strategies to increase occupancy and decrease delinquent accounts receivable, must concentrate management activities toward goals of 100% occupancy and 5% or less TAR delinquency rate in development(s).
- Must be knowledgeable of the ACOP and HUD rules and regulations and all other federal rules and regulations that govern housing programs.
- Ensures that health, safety and maintenance concerns are addressed in a timely manner.
- Reviews prospective and current tenant files for accurate rent computations, verification and certification to ensure the tenant is paying the appropriate rent.
- Uses initiative and judgment in relieving the Property Manager of many routine administrative and tenant relation matters.
- Coordinates move-ins and move-outs of incoming and outgoing residents.
- Performs counseling to families for rent, anti-social activities, unauthorized guests and other lease violations. All counseling sessions must be documented and placed in tenant's file.
- Conducts routine on-site visits for new move-ins and existing residents to provide assistance, support and to develop positive rapport.
- Prepares reports as required by Supervisor.
- Assists with Tenant Council and Key Holders as needed.

- Responsible for the inspection of property, which includes the grounds and common areas on a daily basis.
- Assists with the coordination of programs and services to maximize security, health and safety within assisted housing community.
- Works with Resident Selection Specialist in an effort to house applicants.
- Assists the Property Manager in developing marketing strategies to ensure occupancy of units.
- Prepares new leases, recertification, lease renewals, interim adjustments and other documents, while ensuring that proper signatures are present.
- Performs initial inspection prior to leasing and annual housekeeping inspections to ensure units are being maintained according to all required housing quality standards.
- Completes incident reports for all acts of improper conduct, accidents and/or injuries of employees, residents, visitors, vendors, and contractors. Reports all incidents to the Property Manager.
- Processes work orders at assigned sites – originating, follow-up, and closing of work orders, and coordinating with vendors and maintenance technicians.
- Maintains, updates, and files all tenant records.
- Contributes to team efforts by performing other responsibilities and duties as required or assigned.

QUALIFICATIONS:

- Associates Degree in business administration, public administration, or related field and/or equivalent work experience.
- One (1) year of experience in public housing and leasing properties.
- Demonstrated skills in working independently; communication effectively with a variety of visitors, clients and staff in a variety of situations; must be able to plan, organize and make sound judgments and decisions; utilize proper grammar, punctuation, spelling and correct arrangement of information; and used computer software such as database and word processing.
- Successful completion of Rent Calculation within one (1) year of employment.
- Possession of a valid Michigan Driver's License.

TO APPLY:

Please submit résumé and cover letter to:

**Attn: Human Resources, Flint Housing Commission 3820 Richfield Rd.,
Flint, MI 48506 or humanresources@flinthc.org**

The Flint Housing Commission is an Equal Opportunity Employer. FHC is also a Section 3 Employer - Public housing residents or low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located are encouraged to apply.