



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

**TITLE:** PROPERTY MANAGER

**REPORTS TO:** QUALITY COMPLIANCE DIRECTOR

**SUPERVISES:** ASSISTANT PROPERTY MANAGERS

### **GENERAL STATEMENT OF DUTIES:**

The Property Manager is involved in the overall management of FHC properties including tenant relations, capital projects, property maintenance, tenant improvements, budgeting and monthly reporting. This position involves planning, coordinating and 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 ACOP and HUD rules and regulations and other federal rules and regulations that govern housing programs.

### **RESPONSIBILITIES:**

- Coordinates with the finance department and the Compliance Director to plan, prepare and adhere to a fiscal year budget.
- Assists the Compliance Director in meeting the short/long term goals of the Flint Housing Commission. Contributes to the annual 5-year plan of all sites, PHA plan, and environmental reviews.
- Must be knowledgeable of the ACOP and HUD rules and regulations and all other federal rules and regulations that govern housing programs.
- Adheres to the procurement policies when hiring all contractors and vendors.
- Communicates well with the residents and public with the ability to initiate good public and client relationships.
- Coordinates programs and services to maximize security, health and safety within assisted housing community.
- Conducts briefings and orientation sessions to prospective tenants.
- Conducts informal hearings with residents in regards to termination of tenancy.
- Completes rent calculations accurately, lease units, counsel families, handle/manage tenant relation problems and relate and interact with people of a diverse economic, ethnic, age and racial background.

- Uploads and submits information to PIC as required, verifies accuracy, and corrects errors.
- Utilizes and verifies EIV information and reports as required.
- Ensures that all possible efforts are made to keep vacant units leased and occupancy levels at 100%.
- Coordinates the collection and processing of delinquent rental payments which will include rent, maintenance charges and other related charges with the Asset Account Collection Coordinator, insuring that tenant amount receivable delinquency rates are below 5%.
- Coordinates Evictions of families who are in violation of various sections of the dwelling lease along with attending grievance hearings and court proceedings as needed.
- Prepares and submits required reports in a timely manner.
- Conducts routine inspections for new move-ins and existing residents housekeeping and REAC preparation.
- Schedules REAC inspections in coordination with the Maintenance Operations Manager. Accompany outsourced REAC Inspectors during all inspections.
- Completes incident reports for all acts of improper conduct, accidents and/or injuries of employees, residents, visitors, vendors, and contractors. Investigates and follows-up with all incidents to ensure resolution.
- Responsible for the inspection of property, including the grounds and common areas on a daily basis. Coordinate with Maintenance Operations Manager to ensure curb appeal.
- Performs initial inspection prior to leasing and annual housekeeping inspections to ensure units are being maintained according to all required housing quality standards.
- Works with Resident Selection Specialist in an effort to house applicants.
- Effectively organizes, develops and schedules the workload of staff, while ensuring quality customer service at each site.
- Responsible for conducting annual performance evaluations of assigned staff.
- Monitors and supervises the activities of Assistant Property Managers.

- Responsible for providing and/or coordinating the job training for new and existing staff within the work group. Training must be coordinated with the Human Resources Department. Training programs should include updates on techniques, trends and policies to improve employee's performance.
- Coordinates Section (3) relationships with contractors, residents, modernization, and human resources.
- Oversees the work order process at assigned sites – originating, follow-up, closing of work orders, and coordinating with vendors and maintenance technicians.
- Coordinates schedules and communicates with residents on preventative maintenance.
- Develops marketing strategies to ensure occupancy of units.
- Assists with Tenant Council and Key Holders as needed.
- Contributes to team efforts by performing any other duties and responsibilities as required or assigned.

#### **QUALIFICATIONS:**

- Bachelor's Degree in business management, public administration or related field, and/or equivalent work experience.
- Three (3) years experience in general property management; PHM Education and supervisory experience; PHM, Rent Calculation and Occupancy certification required within one (1) year of obtaining position; Public Housing Property Management preferred.
- 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](mailto: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.**