

BROWARD COUNTY HOUSING AUTHORITY JOB DESCRIPTION

Assistant Property Manager

Department/Unit:	Administration	Pay Grade:	4
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Job Summary: Assists the Regional Property Manager with managing various multi-family rental locations under the control of the Broward County Housing Authority/Building Better Communities, Inc. Functions include resident relations, re-certifications, rent collections, coordination of maintenance and repair needs of the residents and common area properties in accordance with the regulations, policies and procedures established by federal and state government and BCHA/BBC, Inc.

Responsibilities:

1. Assists with managing and directing the day-to-day operations off multi-family and affordable housing units in various property locations in accordance with state, federal, and BCHA/BBC, Inc. requirements.
2. Collects information and processes annual and interim re-certifications; verifies family/household income, expenses and composition necessary to complete rent calculations following BCHA policies and procedures.
3. Ensures that the properties operate safely and securely in accordance with established guidelines, recommendations from risk management and law enforcement, and in compliance with all applicable regulations.
4. In the absence of the Regional Property Manager, oversees the activities and performance of maintenance and support staff in providing necessary support, maintenance, repairs, and effective/efficient operations of the properties.
5. Prepares work orders for scheduled work as well as calls for service. Closes work orders once completed.
6. Accepts and records payments; prepares receipts and bank deposits and prepares notices as may be required.
7. Assists with overseeing inventory control, quality of work, purchasing and maintenance inventory, and office supplies.
8. Assists with handling resident's requests and/or complaints in a timely manner.
9. Assists with receiving work orders, routes work orders to maintenance staff, and ensure work orders are completed in a timely manner.
10. May assist with managing of the properties' waitlists.

The items listed above are intended to provide an overview of the essential functions of the job. This is not an exhaustive list of all functions and responsibilities that the position may be required to provide.

Job Location:	Various Multi-family and affordable housing property locations.	Education:	High school diploma or equivalent.
Supervisory:	No. May supervise staff in the absence of the Property Manager on a short-term basis.	Years of Experience:	Minimum of two (2) years of experience in property management or working in a rental community. Subsidize housing experience helpful.
Employment Status:	Hourly, Full-Time	Employment Type:	Employee/Safety Sensitive Position
Annual Pay Range:	\$27,877-\$44,603	Reports To:	Regional Property Manager
Number of Positions:	4	Cost Allocation:	Pro-rata to assigned multi-family location under BBC, Inc.
EEO Code:	Administrative Support Worker	Licenses/Certifications:	Valid Driver's License, Certificate of Housing Specialist preferred.

Competencies:

- Ability to operate various office equipment including fax machine, copier, phone, and computer.
- Basic bookkeeping skills necessary for cash/check receipts, banking functions, invoicing, and collections.
- Ability to communicate effectively through verbal and written means in letters, e-mails, reports, memos, and personal meetings.
- Strong client/customer service skills and the ability to work with a diverse population.
- Basic computer knowledge in Microsoft Office (Outlook, Word, Excel).

Physical Demands:	<ul style="list-style-type: none"> • Regular standing, walking, sitting; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing; occasionally lifting and/or moving up to 25 pounds. • Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus; • The noise level in the work environment is usually quiet to moderate. 		
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Updated:	September 25, 2017	Updated By:	Anna Jaime, VP Real Estate Management
HR Last Update:	September 25, 2017	Updated By:	Roy Lantz, Vice President HR/Risk Mgt.

My signature below indicates that I have received a copy of this Job Description, have reviewed the contents, understand the job requirements, and can perform the essential job functions with or without reasonable accommodations.

Employee Signature

____/____/____

Date