

JOB DESCRIPTION

CLASSIFICATION: PROPERTY MANAGER 9/11/2007

BEGINNING SALARY:

STATUS: Non-Exempt

REPORT TO: Multi Family Housing Supervisor

PREFERRED QUALIFICATIONS: High School Diploma or Equivalent. Reliable transportation. C3P certification, Fair Housing certification, and S.T.A.R. certification Valid Indiana Driver's License.

KNOWLEDGE, SKILLS, ABILITIES:

1) KNOWLEDGE:

- a) Knowledge of State , Federal, LIHTC, HOME, CDBG, USDA Rural Development and other rules and regulations.
- b) Agency management policies and procedures.
- c) Forms completion procedures
- d) Thorough knowledge of Housing Management

2) SKILLS

- a) Completing paperwork with 100% accuracy
- b) Basic mathematics
- c) Basic typing skills
- d) Basic computer skills and ability to work with in multiple computer programs
- e) Good communication skills (both verbal and written)

3) ABILITIES

- a) Evaluate client needs and eligibility for programs
- b) Work from State and Federal Priorities system take necessary action
- c) Good analytical abilities
- d) Self motivated.
- e) Ability to work in adverse hours, situations and maintain composure

4) DUTIES

- a) Work with Multi Family reports assisting the Directors of the program as needed
- b) Manage housing complex as assigned
- c) Keeping accurate records of all paperwork
- d) Perform client intake for all programs
- e) Abiding by written policy of the funding sources for each complex.
- f) Abiding by Personnel Policies and Procedures of HUEDC
- g) Performing other duties as required by Management