



## **Assistant Property Manager (Tax Credit)**

### **Position Description**

Department: Affordable / Public Housing  
FLSA Status: Full-time, Non-Exempt  
Reports To: Property Manager  
Benefits: Full

#### **Description:**

This is administrative work involved in the management of residential real estate. Work involves assisting the Property Manager in managing the tax credit operations for an assigned community to ensure compliance with applicable HUD regulations, Housing Authority policies and Low Income Tax Credit (LIHTC) compliance. He/she is responsible for assisting management to perform marketing, leasing, lease renewals and lease compliance, prepare reports, input and analyze property data, and perform other related property management functions.

This position receives administrative direction from the Property Manager. The employee in this position must be capable of acting on behalf of the Property Manager in his/her absence.

#### **Duties:**

##### **ESSENTIAL DUTIES**

The statements contained below reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

An essential function is a duty or responsibility that is critical or a unique component of the job and is required to be performed with or without reasonable accommodations.

- Perform supervisory, administrative, and management functions involved in property operations in the absence of the Property Manager.
- Assist, confer with, and advise new residents on lease requirements and responsibilities.
- Conduct applicant background checks and recommends acceptance or rejection of applicants.
- Interviews prospective residents, shows available apartment units to applicants, and explains the operation of the dwelling equipment.
- Lease vacant units to approved applicants.
- Conducts eligibility of the initial examination and the re-examination, recertification for the tenants' income and family composition as applicable.
- Manages and maintains a waiting list of prospective residents.
- Maintains and monitors lease and accounting records, accounts receivable/delinquency records and eviction notifications. Collects rents and other monies due from residents; posts collections to resident account cards, prepares and makes bank deposits, prepares financial reports and reviews same to assure accuracy and completeness prior to submission.
- Prepares and monitors daily, weekly, and monthly vacancies and delinquencies reports.
- Coordinates follow-up and initiation of work orders and requests for maintenance work.
- Monitors contractors rendering services on the property.
- Inspects all apartments and grounds for maintenance and repair requirements to insure that maintenance personnel and residents are maintaining units and grounds in a decent, safe, and sanitary manner and directs resident and maintenance supervisor in remedying any noted deficiencies.
- Responds to emergencies during working and non-working hours.

- Receives, prepares, reviews, prioritizes, and assigns maintenance and repair requests and work order schedules. Conducts periodic quality assurance inspections to assure the satisfactory completion of work orders.
- Conducts and maintains perpetual and annual inventories of supplies and equipment and reviews requisitions for the purchase of supplies and equipment to assure compliance with Housing Authority purchasing policies and procedures.
- Prepares rent roll controls on all move-ins, move-outs, rent changes, etc.
- Counsels tenants delinquent in rent payments and takes appropriate action.
- Investigates written and/or verbal tenant complaints and resolves them when possible; refers others to Property Manager.
- Prepares monthly, quarterly, and annual HUD reports as applicable and assigned.
- Refers tenants having social problems to appropriate organizations.
- Establishes and maintains a good rapport with the public, fellow employees, residents, and other housing authorities; and promulgates and maintains Housing Authority policies, rules and applicable HUD regulations.
- Attends and participates in resident association meetings.
- Assists in the preparation of the annual budget for the property; prepares daily statement of operations; reviews and approves payroll time cards; reviews and monitors all property reports for compliance with operating standards; assures accuracy and timeliness of all reports submitted to the Portfolio Manager and/or his/her supervisor.
- Approves petty cash expenditures and submits report on same.
- Reads and computes utility meters and submits reading to supervisor for billing to residents.
- Works with various governmental agencies, housing authorities, and the public as appropriate.
- Perform related duties and responsibilities as required.

## CORE COMPETENCIES

The following personal attributes are considered essential requisites for effective performance of the holder of this position.

- **Problem Solving Expertise:** Identifying and defining problems/goals including scope and sequence of priorities for attainment; selecting and implementing alternative solution strategies; and supervising resources, constraints, and contingencies.
- **Influencing Capabilities:** Actions designed to assure the achievement of identified objectives in the area of functional responsibilities; accurate analysis of situations with appropriate related follow-up and supervisory approach responses; effective management of interpersonal behavior and/or conflict; demonstrated high level of adaptability required to effectively manage diverse, changing, and even competing task expectations.
- **Supervisory/Administrative Skills:** Basic set of supervisory skills involved in the efficient administration of the function including directing, implementing, motivating/communicating, and evaluation of the services it provides for the organization.
- **Positive Thinking & Attitude:** Maintains a positive work environment by creating job motivation, remaining enthusiastic about taking challenges, demonstrating an "I care" attitude, approaching others in a pleasant, happy, upbeat manner, and always finding the positive aspect of a negative situation; ability to resolve conflict in positive ways.
- **Communicates Effectively:** Presents ideas and influentially through various means; identifies/shares important information in a timely manner; appears knowledgeable and confident in communicating information.
- **Work Ethic:** Dependable and meets commitments by exhibiting willingness to put in extra hours or extra effort to get the job done; available and presentable for work on a consistent and timely basis.

- Organization: Develops plans to achieve objectives by identifying resources needed, time allocations, and anticipated obstacles; utilizes planning tools and methods for prioritizing, organizing and following through.

## **Qualifications:**

### **MINIMUM REQUIREMENTS**

- Associate's Degree from an accredited college or university with major course work in business or a related field. Bachelor's Degree desired.
- Two (2) years of experience in real estate, property management or management of facilities involving public contact desired.
- Experience with Low Income Housing Tax Credits desired.
- A combination of experience, education and training would likely provide the required experience to qualify.
- Florida Class "E" driver's license and be insurable by PCHAs liability and fleet insurance carrier.

### **QUALIFICATION PROCEDURES**

Applications will be reviewed for relevant experience, education and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral or performance examinations. Responses to supplemental questions are required if applicable.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Maintenance operations related to residential housing.
- Pertinent Federal, State and Local laws, codes and regulations.

Ability to:

- Interpret and apply Federal, State and Local policies, laws and regulations.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Office environment.
- Driving a vehicle to conduct work.
- Work Monday – Friday; some weekends may be required, hours to be determined.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials and to drive.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Operate mailing and other equipment.

- Contact with dissatisfied or abusive individuals.

## ADA STATEMENT

In compliance with the Americans with Disabilities Act, the Pinellas County Housing Authority will make reasonable accommodations to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities, if it would not impose an “undue hardship” on the operation of the employer’s business.

## ETHICS

As a governmentally funded agency, PCHA is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of co-workers, clients, partners, vendors and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy and responsiveness.

## DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.

PCHA is an Equal Opportunity Employer.

**To apply, please use the link below to complete our employment application:**

[https://pinellashousing.na1.adobesign.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhBSwZVUw\\_x6Md8vh3e4Ze0N\\_Afuli7iy2UHTc9r2hC4oxkcSFx74HpGU3ReJIIG2Pg\\*](https://pinellashousing.na1.adobesign.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhBSwZVUw_x6Md8vh3e4Ze0N_Afuli7iy2UHTc9r2hC4oxkcSFx74HpGU3ReJIIG2Pg*)

**Or click on the link in the Job Announcements Section.**