

POSITION DESCRIPTION

Title: Property Manager
Reports To: Multi-Family Housing Supervisor
Status: Non-Exempt
Hours: Part-Time

PREFERRED QUALIFICATIONS

- High School Diploma or Equivalent.
- Reliable Transportation.
- C3P Certification, Fair Housing Certification & S.T.A.R. Certification.
- Valid Indiana Driver's License.

JOB RESPONSIBILITIES/ DUTIES

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

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of State, Federal, LIHTC, HOME, CDBG, USDA Rural Development and other rules and regulations.
- Agency management policies and procedures.
- Forms completion procedures.
- Through knowledge of Housing Management.

- Completing paperwork with 100% accuracy.
- Basic mathematics.
- Basic typing skills.
- Basic computer skills and ability to work in multiple computer programs.
- Good communication skills (both verbal and written)
- Evaluate client needs and eligibility for programs.
- Work with State and Federal Priorities system take necessary action.
- Good analytical abilities.
- Self-motivated.
- Ability to work in adverse hours, situations and maintain composure.