



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

POSITION VACANCY ANNOUNCEMENT

PVA #013-2020

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 7/16/2020

Deadline: 8/17/2020

**PROPERTY MANAGER
HOUSING**

Salary: \$ 46,732 per year

Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs intermediate administrative work managing assigned residential properties, coordinating leasing, move-outs, and transfers, inspecting properties and grounds, collecting and monitoring rent payments, resolving client complaints, preparing and maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Housing. Continuous supervision is exercised over all personnel within the team.

TYPICAL TASKS: (Examples Only)

Manages assigned properties to ensure it is maintained and operating efficiently; maintains occupancy per HUD standards; directs residents in the proper use and care of units; informs residents of policies of the Authority; coordinates all move-ins, move-outs, and transfers.

Supervises assigned personnel; assists with the recruitment and selection of personnel; assigns, directs, trains, and inspects the work of staff; coaches, counsels, and evaluates staff performance; develops staff schedules.

Conducts property inspections including move-in, move-out, housekeeping, and grounds in order to ensure adherence to established standards.

Supervises and participates in the collection of rents; processes requests for rent adjustments; posts charges associated with work, court fees, etc.; processes late fees for delinquent accounts.

Counsels residents who are non-compliant with the terms of the lease and/or concerning delinquent payments; processes evictions, prepares supporting and court documents, attends court as needed.

Follows procurement procedures; contacts vendors and contractors; prepares purchase request orders; reviews and approves invoices.

Performs general administrative tasks as required; prepares correspondence and reports; prepares and maintains files and records; performs quality assurance and control checks on resident files including move-ins, move-outs, recertification, interims, maintenance, emergency and non-emergency work orders.

Performs annual and interim certifications and re-certifications; verifies income; enters information into computer system to calculate rent.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of real estate practices as they relate to the Virginia Landlord and Tenant Act and Virginia Fair Housing Laws;

Thorough knowledge of public housing management principles and practices; thorough knowledge of real estate practices as they relate to HUD tenants;

Thorough knowledge of the laws, ordinances, rules, and regulations pertaining to a public housing agency;

Thorough knowledge of the principles of modern office procedures, systems, and equipment;

Thorough knowledge of the policies, procedures, and activities of the department;

Thorough knowledge of the Federal guidelines governing public housing;

Thorough knowledge of modern bookkeeping/accounting practices and money handling;

Thorough knowledge of interviewing/counseling techniques;

Some knowledge of social and community services programs;

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment;

Skill in identifying problems and needs of the community and developing solutions, programs, or services to resolve these problems;

Ability to use independent judgment and discretion in planning, directing, and managing public housing community operations; ability to effectively manage activities and personnel under direct responsibility;

Ability to interpret and implement government policies and regulations;

Ability to make arithmetical computation quickly and accurately;

Ability to meet with tenants and to discuss problems and complaints; ability to work with a diverse group of people; ability to communicate and present ideas effectively both orally and in writing;

Ability to establish and maintain effective working relationships with public safety and legal personnel, Federal officials, associates, tenants, and the general public.

EDUCATION AND EXPERIENCE: Associates/Technical degree with coursework in sociology, business administration, real estate, or related field and considerable experience in residential property management including supervisory experience, or equivalent combination of education and experience.

WORKING CONDITIONS:

Physical Activity

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, reaching with hands and arms and pushing or pulling; work

has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain Low Income Housing Tax Credit, Rent Calculation, and Fair Housing certifications within one year of hire.

Obtain Public Housing Manager, Property Manager, or Accredited Residential Manager certification within two years of hire.

Complete AMP Budget and REAC training within six months of hire.

Valid driver's license in the Commonwealth of Virginia.