

**PROVIDENCE HOUSING DEVELOPMENT CORPORATION  
JOB DESCRIPTION**

<b><u>POSITION TITLE</u></b>	Assistant Property Manager
<b><u>DEPARTMENT</u></b>	Property Management
<b><u>STATUS</u></b>	Non-Exempt 40
<b><u>DIRECT SUPERVISOR</u></b>	Property Manager
<b><u>W/C #</u></b>	8742
<b><u>EEO #</u></b>	5
<b><u>GRADE LEVEL</u></b>	5
<b><u>PRIMARY FUNCTION</u></b>	To assist the Property Manager in the day-to-day management of the property or properties as assigned.

**SPECIFIC DUTIES**

1. Assign tasks to maintenance workers and monitor workflow;
2. Interview prospective tenants to complete housing applications and collect eligibility information and documentation, explain regulatory programs and guidelines, eligibility requirements and lease restrictions, and the rules and regulations applicable to the property;
3. Conduct recertification of housing eligibility for current tenants;
4. Interview new and current tenants to obtain data regarding income and expenses and collect supporting documentation;
5. Verify accuracy of information provided by tenants or prospective in accordance with regulatory requirements;
6. Recommend eligibility and suitability of tenants and prospective tenants for residency;
7. Compute income and expenses to determine applicants' and tenants' rental charges according to the regulations;
8. Inspect rental units to assess housekeeping habits of tenants and identify repair and maintenance needs, status of safety equipment and need for any corrections and tenant notification;
9. Discuss tenant complaints such as poor housekeeping habits, insect infestations, landlord/neighbor relations, noise, etc., and prepares oral and written lease enforcement notices when necessary;
10. Observe and address needs of tenants as they age in place;
11. Refer tenants to appropriate social service agencies, when necessary;
12. Recommend eviction of tenants when necessary and assist with eviction proceedings;
13. Prepare work orders for required repairs and maintenance;
14. Collect rents and other tenant charges, make deposits and prepare appropriate documentation;
15. Write letters, memos, reports, and complete a variety of forms and ledgers on computer;
16. Keep Property Manager informed of activities and project status;
17. Assist with rent collection efforts;
18. Assist with accounts payable processing;
19. General office duties including but not limited to answering phones, filing, ordering supplies, etc.;
20. Keep apprised of all rules, regulations, statutes, laws, required to maintain a low income housing project;
21. Perform other related duties as assigned by the Property Manager.

**KEY PERFORMANCE MEASURES**

- 100% compliance with fair housing regulations
- 100% compliance with regulatory requirements
- Applicant processing timeline to be 15 business days or less
- 100% of tenant recertifications completed a minimum of 30 days prior to effective date

**QUALIFICATIONS**

**Education** High School Graduate

**Experience** One or more years of experience in comparable situation desired

**SPECIAL REQUIREMENTS**

- Good interpersonal skills
- Good written and oral communication skills
- Methodical
- Dependable
- Organized
- Valid NYS driver’s license and driving record acceptable to agency
- Flexible schedule
- Good reading comprehension and writing skills
- Reliable and insured transportation
- Computer ability
- Honest
- Courteous
- Certified credit compliance professional or willingness to attend training to obtain certification.
- Clean police record
- Drug free, substance free, lifestyle

**EMPLOYER’S DISCLAIMER**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these re the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by her/his supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**EMPLOYEE CONFIRMATION**

I have received and read a copy of this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name