

Assistant Community Manager (Wheat Ridge, CO and Golden, CO)

Job Title: Assistant Community Manager

Full-Time

Summary: Assists in the management of multi-family residential real estate properties by performing the following duties personally or through subordinates.

Essential Duties and Responsibilities include the following as needed for the funding layer of the Community in which you are working. Other duties may be assigned.

The following will be performed with strict adherence to JCHA policies and procedures.

- Process and prepare all applicant and resident files in compliance with all Project Based Section 8 and LIHTC rules and regulations.
- Prepare all leases, addendums and other legal paper work for new move ins. Manage and maintain tenant files throughout the tenure of the lease(s).
- Perform annual renewal inspections in accordance with HUD and LIHTC regulations.
- Purchase supplies and equipment for use on leased properties.
- Oversee the completion of security dispositions in a timely fashion.
- Contact utility companies to arrange for transfer of service for tenants.
- Generates and posts three day demands and other legal notices required in property management.
- Assist with eviction of residents in compliance with court orders and directions from Lawyer and owner.
- Maintain a professional appearance at all times per JCHA standards.
- Maintain awareness of and adherence to all requirements of the Fair Housing Act and all applicable HUD and LIHTC regulations.
- Answer phones take appropriate action or directs calls to proper. Perform administrative functions at the community.
- Record all rent receipts in the HAB software system.
- Process vendor invoices and purchase orders.
- Provides resident problem resolution, if resolution cannot be achieved, directs issue to the Community Manager for resolution.
- At Communities where the Leasing Consultant Position does not exist, all responsibilities of the Leasing Consultant as outlined in the Leasing Consultant job description become additional requirements.
- Will be responsible for identifying competing communities and document the rates for each apartment type, size and amenities; may also assist with the task of preparing market surveys.
- Assists in the planning and implementation of resident events and office themes.
- Interact with residents in a courteous and professional manner.
- Completes required JCHA reports in absence of Community Manager. Reports to be completed include but are not limited to: The Monday Morning Report, 4P report if

Qualifications:

Experience in LIHTC and HUD Subsidized Multi-family management.

Certifications in Tax Credit, Housing Specialist, or Assisted Housing Manager a plus.

Salary will be determined by experience. JCHA offers excellent health benefits, generous leave package and quality retirement plan. EOE.

Please send resumes to: Arrah Gallaher, agallaher@jcha.org