

**JOB ANNOUNCEMENT**

**Eligibility: Pueblo Housing Authority Employees**

**and Qualified Public**

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**March 5, 2021**

**The Housing Authority of the City of Pueblo has an opening for the position of Public Housing Property Manager. This is a full-time position with a yearly salary of $55,947. Please review the attached job description and qualifications carefully before completing an application.**

**If you have any questions regarding this position, please contact Deb Dagnillo in the Human Resources Department at (719) 584-7631.**

**Applications may be obtained at our Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m. or on our website at** [**www.hapueblo.org**](http://www.hapueblo.org)

**Job posting will remain open until the position is filled.**

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**HOUSING AUTHORITY OF THE CITY OF PUEBLO**

**Date: 3/21**

**Title: Public Housing Property Manager**

**General Purpose**

Manage all aspects of 818 Public Housing units owned and operated by Housing Authority of the City of Pueblo. This includes management of all property operations including expense management, revenue and other financial goals, budget preparation, capital improvements, building upkeep, HUD/REAC audits, HUD compliance, and staff. May perform other duties as requested by supervisor.

**Essential Duties and Responsibilities**

* Manages all aspects of the property's operation while consistently providing residents, vendors, and employees with the highest quality of service and support.
* Ensures compliance with various HUD audits and inspections. Keeps up to date on any new/changing regulations and trains staff accordingly.
* Assist with creating annual operating budgets for all tax credit properties.
* Ensures all staff within department adheres to all company policies, local, state & federal regulations.
* Manages rent collection, late notices, posting of rent, and serving appropriate notices per HUD requirements.
* Manages resident lease compliance and resident delinquency. Processes eviction proceedings when necessary. Appear and testify in court when needed.
* Reviews and determines needs for reasonable accommodations.
* Conducts regular inspections of properties to ensure all properties are adhering to Uniform Physical Condition Standards.
* Manages resident services. Plans and executes several resident events.
* Closely monitors properties to ensure that all risks are managed in a comprehensive and time sensitive manner.
* Reviews monthly financials for four Public Housing developments and explains any variances.
* Prepares/assists in preparation of a variety of reports including monthly occupancy reports, A/R reports, energy performance reports, HACP Annual Report, etc.
* Approves purchases in accordance with HACP Procurement Policies.
* Identifies Capital Improvements needs and oversees implementation of projects. Oversees a Capital Improvements budget of approximately $1,000,000 annually.
* Must be available 24/7 and respond to emergencies after hours when needed.
* Ensures resident recertifications and interim adjustments are completed timely and accurately by reviewing 10% of files.
* Recommends policy, procedure, organization, and personnel improvements.

**Education, Training and Experience**

* Four-year degree in Business, Public Administration or Social Sciences or related field, or a combination of education and experience.
* Minimum of two years’ experience as a Property Manager, preferably with low-income/Public Housing properties.
* Public Housing Manager Certification required or ability to obtain within six months of employment.

**Knowledge and Qualifications**

* Strong financial and analytical skills.
* Strong leadership and motivational skills.
* Ability to work both independently and as part of a team.
* Strong organizational skills and attention to detail.
* Ability to process work quickly accurately and with changing priorities.
* Excellent written and verbal communications skills.
* Familiarity with HUD Regulations, tax credit regulations, and HACP policies and procedures.
* Valid Colorado driver's license and eligibility for coverage under HACP fleet auto insurance is required.

**Materials and Equipment Used**

● Standard office materials and equipment.

● Excellent computer skills i.e., Word, Excel, Yardi and HUD programs, websites, and webinars.

**Supervisory Responsibilities**

Supervises and is ultimately responsible for Public Housing Management. Assigns and reviews work projects, participates in hiring and firing recommendations and makes disciplinary action decisions. Provides technical guidance and training to staff.

**Working Environment and Physical Responsibilities**

Employee’s work is a combination of in-office and off-site situations. May involve some physical exertion, such as kneeling, crouching or lifting files and records and eye strain from working with computers and other office equipment while in the office. May also involve physical exertion during property and yard inspections.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.*