



## **JOB ANNOUNCEMENT**

**Eligibility: Pueblo Housing Authority Employees  
and Qualified Public**

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**June 14, 2022**

**The Housing Authority of the City of Pueblo has an opening for the position of Housing Property Manager. This is a full-time position with a starting rate of \$57,624 per year. Please review the attached job description and qualifications carefully before completing an application.**

**If you have any questions regarding this position, please contact Maya Galeas in the Human Resources Department.**

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

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

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**Date: 6/2022**

**Title: Housing Property Manager**



### **General Purpose**

Manages all aspects of assigned units owned and operated by the Housing Authority of the City of Pueblo (HACP). This includes management of all property operations including expense management, revenue and other financial goals, budget preparation, capital improvements, building upkeep, U.S. Department of Housing and Urban Development (HUD)/Real Estate Assessment Center (REAC) audits, oversees HUD/Low-Income Housing Tax Credit (LIHTC) property compliance and staff. May perform other duties as requested by supervisor.

### **Essential Duties and Responsibilities**

- Manages all aspects of the various property operations while consistently providing residents, vendors, and employees with the highest quality of service and support
- Ensures compliance with LIHTC, Housing Opportunities Made Equal (HOME) and HUD inspections and audits; maintains up-to-date knowledge on any new and/or revised regulations and trains staff accordingly
- Assists with creating annual operating budgets for all properties
- Ensures that property management staff adheres to all company policies and local, state, and federal regulations
- Manages rent collections, late notices, posting of rents and serving appropriate notices per local, state, and federal requirements
- Manages resident lease compliance and resident delinquency; processes eviction proceedings when necessary; appears and testifies in court when needed
- Reviews and determines needs for reasonable accommodations
- Conducts regular inspections of properties to ensure all properties are adhering to the Uniform Physical Condition Standards
- Manages resident services; plans and executes various resident events
- Closely monitors properties to ensure that all risks are mitigated in a comprehensive and time-sensitive manner
- Reviews monthly financials for all developments and explains any variances
- Prepares and assists in preparation of a variety of reports including monthly occupancy reports, A/R reports, energy performance reports and HACP Annual Report etc.
- May assist in managing resident work orders and ensuring they are completed properly and in a timely manner
- Approves purchases in accordance with HACP procurement policies
- Identifies Capital Improvement needs and oversees implementation of projects
- Must be available to respond to emergencies after hours when needed
- May be assigned other related duties by supervisor

## **Education, Training and Experience**

- Four-year degree in Business, Public Administration, or Social Sciences from an accredited college or university
- Minimum five years of experience as a Property Manager, preferably with Low-Income/Public Housing/LIHTC properties
- Public Housing Manager and LIHTC certification required or obtained within six months of employment
- Valid Colorado driver's license eligibility for coverage under HACP fleet auto insurance

## **Knowledge and Skills**

- Strong leadership and motivational skills
- Strong financial and analytical skills
- Strong organizational skills with attention to detail
- Demonstrated ability to manage changing priorities with a high degree of flexibility
- Strong customer service and communication skills and the ability to meet and deal with the public and establish and maintain effective working relationships with subordinates and co-workers
- Excellent written and verbal communication skills
- Familiarity with HUD and tax credit regulations
- Proficient in Microsoft Office products, web-based applications, and related property management software

## **Materials and Equipment Used**

Standard office materials and equipment

## **Supervisory Responsibilities**

Supervises and ultimately responsible for the public housing, LIHTC and managed property department. Assigns and reviews work and projects. Participates in hiring and termination recommendations and makes disciplinary recommendations. Provides training to staff.

## **Working Environment and Physical Responsibilities**

Employee's work is primarily sedentary but may involve some physical exertion such as kneeling and crouching to obtain files, eye strain from working with computers and other office equipment. May involve visits to outdoor developments, sites, dwellings, or facilities, inspections of structures, and confrontations with applicants and tenants.

*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.*