



Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

December 19, 2024

The Housing Authority of the City of Pueblo has an opening for the position of:
Property Manager.

This is an exempt (salaried) position with a starting rate of \$58,240 per annual in addition to our full-time benefit package with over 30 days of paid time off given and accrued in the first year of employment, affordable health insurance with contributions towards your health savings account from the agency and more!

Please review the attached job description and qualifications carefully before completing an application.

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 at www.hapueblo.org

You may submit your application in-person or email to:

anthony.linan@hapueblo.org

Job posting will remain open until filled.



Date: 06/2022 / Revised 03/2024

Title: Housing Property Manager

Status: Full-Time Exempt

General Purpose

The Housing Property Manager is responsible for all aspects of units owned and operated by the Housing Authority of the City of Pueblo. This includes the day-to-day management of property operations and overseeing tenant compliance of property maintenance and financial obligations of tenants. Provides guidance, recommendations and direction on property improvements and maintenance needs of each unit. Adheres to the guidelines of the agency as well as other outside agencies such as fair housing, HUD/LIHTC/CHFA. Develops plans for capital improvement needs, building upkeep as well as prepares annual budgets for the agency properties.

Supervisory Responsibilities

The property manager does not have any supervisory responsibilities but may collaborate in directing the work of others based on the needs of properties, tenants or work order priorities.

Essential Duties and Responsibilities

- Manages all aspects of the properties operation while consistently providing residents, vendors, and employees with the highest quality of service and support.
- Ensures compliance with LIHTC, HOME and HUD inspections and audits. Keeps up to date on any new or changing regulations and trains employees of the agency accordingly.
- Assists with creating the annual operating budgets for all properties.
- Collaborates with staff in other departments to make sure they adhere to all HACP policies and those of local, state and federal agencies related to tenancy and other tenant rights.
- Manages rent calculations, late notices, posting of rents and serving appropriate notices per local, state and federal requirements.
- Manages resident lease compliance and resident delinquency.
- Oversees the eviction process and proceedings when necessary, appearing and testifying in court on behalf of the agency as appropriate.
- Reviews and determines needs for reasonable accommodations requests.
- Conducts regular inspections of properties to ensure all properties are adhering to the National Standards for the Physical Inspection of Real Estate (NSPIRE).
- Manages resident services. Plans and executes various resident events.

- Closely monitors properties to ensure that all risks are managed in a comprehensive and time sensitive manner.
- Reviews monthly financials for all developments and explains any variances.
- Prepares/assists in preparation of a variety of reports including monthly occupancy reports, A/R reports, energy performance reports and HACP Annual Report, etc.
- Assists in managing resident work orders and following up with maintenance team to ensure completion in a timely manner.
- Approves purchases in accordance with HACP Procurement Policies.
- Identifies Capital Improvement needs and oversees the recommendation, planning and implementation of property projects.
- Must be available to respond to emergencies after hours when needed.
- Other duties as assigned.

Licensure, Credentials & Experience

- Valid Colorado Driver's License in good standing required.
- Four-year degree in Business, Public Administration or Social Services from an accredited University, or equivalent combination of education and experience.
- Minimum of 5 years' experience as a property manager required.
- Low-Income/Public Housing property management experience preferred.
- Public Housing, Section 8 and/or LIHTC certification(s) preferred.
- High School Graduate or GED with two years clerical experience or an equivalent combination of education and experience.

General Knowledge & Qualifications

- Strong organizational skills with analytical attention to detail.
- Financial acumen with ability to prepare and understand budgets and financial statements.
- Ability to work independently and as part of a team.
- Strong customer service, communication, and de-escalation skills to meet and deal with the public and establish and maintain effective working relationships with fellow HACP employees.
- Ability to process work efficiently, accurately and adapt to changing priorities.
- Familiarity with HUD, tax credit and HACP program regulations.
- Ability to understand and adhere to policy, procedure, and regulations.
- Demonstrated ability to manage changing priorities with a high degree of flexibility.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office, web-based applications and related property management software.

Materials & Equipment Used

- Standard Office Equipment.

Working Environment and Physical Responsibilities

- Involve some physical exertion such as lifting up to 15 pounds at times, kneeling and crouching to obtain files.
- Significant computer work involving ergonomic and eye strain.
- May involve significant driving, walking as needed for property inspections.
- Interacts with the public frequently so may encounter difficult situations as well as interaction with threatening behaviors.
- May be exposed to hazardous or unknown substances during property 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.