

Community Action Program, Inc. of Western Indiana Job Description

Position: Property Manager

Immediate Supervisor: Housing Director

Supervisory Responsibility: None

Job Base: Central Office

FLSA Status: Non-Exempt

Classification: 7

Effective: October 2024

General Summary of Position:

Primarily responsible for the lease-up, management, and compliance of agency rental units.

Essential Functions:

1. Market available rental units through acceptable means through local newspapers, flyers, and online syndication.
2. Take applications for available rental units and ensure information is included and complete.
3. Obtain income documentation for potential renters.
4. Obtain verification that all required Federal requirements are met by potential renters.
5. Show rental units to prospective renters.
6. Prepare leases for rental units.
7. Take work orders for property repairs and delegate to maintenance staff to make sure work is completed in a timely manner.
8. As visiting properties, be observant of the exteriors of CAP properties and note issues, and complete needed repairs.
9. Assist the Property Superintendent with the hiring of subcontractors to complete needed work on agency properties and future developments.

10. Help with agency development projects to ensure that property maintenance, leasing, and budgeting is successful.
11. Keep all records for the length of the affordability period.
12. Maintain Re-Certification documentation on current tenant files.
13. Maintain a professional attitude and rapport with co-workers, clients, business associates, and the public in general.
14. Complete all reports and forms that may be required both in-house and/or by project funding sources.
15. Other duties may be assigned depending upon Agency need and demonstrated capabilities.
16. Adhere to all applicable policies and procedures in support of all programs according to Agency philosophy and intent.

Core Performance Responsibilities:

A critical part of employee performance is the consistency of the employee in following Agency standards, rule, and regulations, concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

Qualifications:

1. Preference is given to persons with experience in at least one of the following related areas: Accounting, Business Management, Public Administration, Social Services, or related field.
2. Must possess organizational skills to ensure the maintenance of accurate records and appropriate documentation.
3. Must coordinate duties requiring some degree of discretion and judgment.
4. Must be a self-motivated individual who works well independently and without direct supervision.

5. Demonstrated successful, professional experience in project coordination, management, administration, budget planning, and evaluation.
6. Must possess a high level of ingenuity, creativity, excellent verbal facility, and writing skills.
7. Must have proven proficient knowledge and experience of computer systems including Word and Excel.
8. Must possess a valid driver's license and carry liability insurance on personal vehicle and provide documentation of such upon request.
9. Must attend trainings in new or expanded areas of housing, economic development, and all areas of small business startup, retention, or expansion, some of which may require overnight travel.
10. Must have flexibility of movement to stoop, bend, and climb.