

Employment Opportunity Posting

PAHMA Associate: SeniorCare Network

Position: Community Manager

Date Available: Immediately

Location: Pittsburgh, PA

Job Description: The Community Manager has the total responsibility of all phases of the operation of the property including but not limited to marketing, maintenance, resident relations, personnel management, and general administration.

Duties: Supervises site staff to assure day to day management activities are in accordance with management requirements and management agent's policies.

Monitors rent collection, marketing, leasing activities and occupancy on a weekly basis. Provides guidance and direction to staff. Reviews the effectiveness of marketing campaigns and resident retention programs.

Responsible for all monthly reports, income and expenses to ensure compliance with approved budgets. Reviews and approves invoices. Responsible for the financial viability of the community which includes but not limited to variance reports, Reserve for Replacement/Residual Receipts submission, and income/expense reports.

Conducts and/or assists with employee evaluations.

Monitors the maintenance and appearance of all buildings, units and grounds to provide a quality living environment for the residents, assure positive curb appeal and insure the implementation of the preventative maintenance program.

Regularly inspects site offices, files and facilities to ensure that management activities are in accordance with the requirements of the management plan, management agreement and/or generally accepted property management practices. Reviews resident files to assure compliance with Section 8 and Low Income Housing program requirements.

Works with site staff in the development of a draft annual budget for all assigned properties. Assists supervisor and/or other corporate staff in the review and approval of the annual budgets.

Assures adherence with all Fair Housing requirements. Reports any potential violations to supervisor.

Attend owner Board of Director meetings and management meetings as requested. Responds to owners, lenders and other party's requests for information about the portfolio. Provides information and/or reports to others as needed or directed.

Meets with supervisor and/or other corporate staff on a monthly basis to discuss property operations including marketing strategies, staffing issues, budget variances and so forth. Prepares written and/or e-mail reports to others as requested.

Incumbent works with representatives of HUD, PHFA, the Section 8 contract administrator, and others as needed to assure compliance with agency program requirements.

Works with site staff to solve problems to maintain professional standards and a pleasant work environment.

Makes recommendations for hiring, promotion, demotion, termination, discipline, training and/or development to maintain a qualified work force.

Supervises assigned employees and provides guidance and expertise.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Associate's degree (A. A.) or equivalent from an accredited college or technical school; or one year related experience; or equivalent combination of education and experience.

Salary:

Benefits:

Apply:

Email – Submit resume to claw@srcare.org