

Career Opportunity Form

PAHMA Member Name

For PAHMA information only

Company or Agency Name

Forward Shady Apartments

Contact Name

Danielle Simons

Address

1215 Hulton Road

Address Line 2

Oakmont, PA 15139

City

Oakmont

State

Pennsylvania

Zip

15139

Telephone

4124915780

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412-521-6413

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Position Available

Community Manager

Description of Position

The Community Manager II 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 and Responsibilities

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 assist 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 parties 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 an 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

Computer Skills Must be proficient in Word, Excel, and Outlook. Certifications, Licenses, Registrations Certified Assisted Housing Manager is preferred. Real Estate License must be obtained within 9 months of employment. Real Estate license is preferred at time of hire Valid PA Driver's License is required. Certified Tax Credit Specialist is preferred. Other Skills and Abilities Ability to operate equipment such as copier, fax, computer, calculator, and telephone.

Location

5841 Forward Avenue, Pittsburgh, PA 15217

Compensation

Benefits

Date Available

Immediately

Preferred Contact Method

Email

Contact Information

Danielle Simons - dsimons@srcare.org
