

PROPERTY MANAGER

POSITION DESCRIPTION

REPORTS TO: Property Management

SUMMARY OF POSITION DESCRIPTION

Detroit Shoreway Community Development Organization (DSCDO) Property Manager is responsible for interpreting and implementing management procedures developed in accordance with policies & regulations of DSCDO. The manager works closely with residents and with organizations representing residents for the purposes of providing safe and affordable housing.

PRINCIPLE RESPONSIBILITIES

1. Developing resident relationships and delivering quality customer service to increase resident retention.
2. Develop and implement marketing plan including creative ways to lease units.
3. Leasing all units in a timely manner.
4. Perform routine inspections and move out inspections.
5. Deliver and post resident notices as needed.
6. Follow up and return all inquiries from applicants.
7. Process rental applications, develop and maintain property waiting lists.
8. Maintain a good key control system.
9. Enforce the tenant lease and follow-through on all eviction cases.
10. Ensure ongoing HUD & OHFA Compliance is maintained.
11. All other duties as assigned.

POSITION REQUIREMENTS

1. High School Diploma or equivalent.
2. Three years of property management experience.
3. Strong ability to work with diverse groups of stakeholders, including neighborhood residents, representatives of community-based organization, community leaders and public officials.
4. Knowledge of landlord tenant law, fair housing regulations and bookkeeping procedures.
5. Proficiency in Microsoft Excel and Microsoft Word.
6. Strong interpersonal and writing skills; highly organized with attention to detail; demonstrated capacity to manage multiple projects and meet deadlines.
7. Valid driver's license, automobile in good working condition and insurance.
8. Ability to work evening and Saturdays where needed.
9. Bilingual in English and Spanish preferred.

PHYSICAL DEMANDS

Able to operate a computer and keyboard. May require reaching, standing, walking, grasping and feeling and the ability to lift or move objects up to 20 pounds. Requires vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining accuracy and thoroughness for work, and observing general surroundings and activities.

WORKING CONDITIONS

Significant amount of work schedule will include evening and weekend hours (up to 40 hours per week). Availability for extended hours during peak periods as needed. Exposure to inside and outside environmental conditions. Will be required to transport lease applicants to apartment locations.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EQUAL OPPORTUNITY

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

COMPENSATION

- Salary commensurate with experience – \$35,000 to \$40,000 per year.
- Healthcare coverage available with partial contribution by employer.
- Long term disability insurance is provided by employer; short term disability is available at employee's expense.
- Employer contribution to 403 (B) retirement plan
- Holiday pay including Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and weekdays from December 24th through New Year's Day.
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days per year beginning the second year of employment.

SEND RESUMES TO:

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