**Property Manager**

**City**

Red Wing

**State**

Minnesota

**Telecommute**

No

**Department**

Housing

**Position description**

Southeastern Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA) has an opening for a full-time Property Manager position. Under limited and technical supervision of the Housing Director, the Property Manager analyzes, monitors, and administers programs requiring a comprehensive understanding of all procedural and administrative guidelines. The Property Manager approves and denies request to expand public program service delivery so that they comply with program requirements by interpreting and analyzing governmental regulations, rules, policies/procedures and communicates this information to clients; analyzes and interprets required reports and advises clients on changes needed to comply with program criteria; determines if funding and services are within limitations of the specified program; submits timely documentation and reports; checks eligibility and completeness of information.

**Qualifications**

Minimum Education: High School Diploma or GED equivalent; 2-year degree in business administration, urban studies or related subject or 2 years of experience in the housing field. Housing Management Certification required within 2 years of employment.

Additional Requirements include:

* Responsible for property management of HRA owned properties to ensure effective and efficient lease-up of assigned HRA properties including executing and enforcing leases, evictions of tenants, property inspections, rent collection, recertification of eligibility, and coordination of social services to residents.
* Responsible for completion of all activities related to the HRA Rental Housing Programs assigned, recommends changes and implements programmatic procedures and policies to ensure compliance with applicable federal, state, and HUD regulations.
* Assistance in coordination of Rental Housing staff in maintaining current and past tenant files and other records.
* Responsible for recordkeeping and assisting and/or providing information for all required reporting.
* Responsible to ensure leasing schedules are met by monitoring assigned HRA Rental Housing lease-up logs and schedules.
* Responsible for accuracy and timeliness of work and quality of correspondence.

**Additional qualifications**

Thorough knowledge of at least two of the agency assisted and market rate housing program guidelines and HUD regulations. Ability to act in a sensitive and equitable manner when dealing with resident and participant complaints and conflict situations. Ability to work in a team environment and be an effective team member to benefit the department and agency. Ability to set priorities and goals to meet or exceed agency standards. Effectively manages workload and day-to-day activities to meet standards and goals set by director. Understands the flow of application intake and waitlist management.

**Exemption Status**

Non-Exempt

**Compensation Detail**

Education, experience and tenure may be considered along with internal equity when job offers are extended.

**Benefits eligible**

Yes

**Schedule Details**

Full Time

Monday – Thursday: 7:00am – 4:30pm

Friday: 7:00am – 11am

80 Hours/Pay Period

**Category**

Housing

**Recruiter**

Maggie Gallagher

**Equal opportunity employer**

SEMMCHRA is an equal opportunity educator and employer (including veterans and persons with disabilities).

**APPLY ONLINE:**

Internal or external candidates will be considered for an interview and must complete online application(s) at:

[**http://www.semmchra.org/about-us/employment-opportunities/**](http://www.semmchra.org/about-us/employment-opportunities/)