



EMPLOYMENT OPPORTUNITY

Job Title:	Property Administration Manager
Location Address:	8910 N. 78th Avenue Peoria, AZ. 85345
Salary:	Starting at \$65,600.00/DOE
Conditions of Employment:	This is a full-time, exempt, and unclassified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Property Administration Manager. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong, and healthy family.

Representative summary of important and essential job functions

Summary: *The purpose of the Property Administration Manager position is to maintain operational, financial, and leasing management oversight of all HAMC managed properties (approximately 18 properties totaling 869 units) which include compliance and performance. Collaboration with HAMC's Modernization Manager will be required to facilitate portfolio maintenance competency and modernization. This position will develop a skilled and qualified property management team, maintain accountability throughout the field, and provide department deliverables and directives. This position requires high quality professional work that adheres to all federal, state, and local regulatory requirements, including all contractual or prescribed stakeholder expectations or requirements.*

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Generate, request, and analyze report data to evaluate property management financial performance and compliance timeliness.
- Coordinate, implement and improve uniform property management and compliance priorities, goals, and objectives that align with departmental directives.
- Monitor property management internal controls for administrative compliance, timely program deliverables, and fiscal procedures in maintaining cost-effective operations of all properties.
- Advise Executive Management of property management components that would promote efficient, effective operations and compliance with all applicable local, state, and federal laws and regulations and third-party guidelines.
- Work with all departments in examining property management performance including occupancy/utilization rates, financial performance, and adherence to budget constraints as well as other collaboration efforts to maximize productivity.

- Develop and maintain effective working relationships with governmental offices at the appropriate level, HAMC partners, investors, and outside agencies.
- Train, manage, counsel, and coach direct reports to meet property management compliance objectives.
- Maintain absolute confidentiality of work-related issues, client records, and HAMC information; supports the property managers and field staff in ensuring virtual data integrity.
- Hold and attend monthly meetings with property managers to discuss and resolve workload and technical issues, develop recommendations and presents solutions to Executive Management.
- Work with partnership property staff, providing guidance and timely communication.
- Directly support Property Management in compliance training and file correction.
- Ensure 100%-unit inspection is completed annually.
- Streamline communication between property management and Administrative Office Departments.
- Work collaboratively with HAMC's Modernization Administrator in coordinating and implementing property improvements, long-term rehabilitation, and 3rd party procurement for property management.
- Support the relationship between HAMC and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and community.
- Assist in the preparation, completion, and submission of reporting requirements for annual program compliance.
- Conduct on-going, periodic quality control review of tenant files records in a manner that permits a speedy and effective audit.
- Assist with annual auditing processes and HUD monitoring and performance reviews.
- Obtain and retain knowledge basis of current HUD, Multi-Family, Arizona Department of Housing, HOME, State Housing Trust Fund, Low Income Housing Tax Credits, Rental Assistance Demonstration rules, regulations, and standards.
- Promote HAMC and Executive Director's priorities for affordable housing initiatives and directives.
- Perform other related assignments, special projects and work with other agencies as assigned.

REPORTING STRUCTURE

- A. Supervision Received:** Reports to Executive Director
- B. Supervision Exercised:** Property Management

QUALIFICATIONS

- A. Minimum education and/or experience:** Bachelor's degree in public administration, Business or related field, and 6 years supervisory and/or managerial experience managing administrative functions or programs.
- B. Other combinations of education, experience, or training that may be considered in substitution for the minimum requirements:** Relevant professional level experience may substitute for education on a year for year basis.
- C. Preferred education and/or experience:** Yardi Voyager, property management experience, strong financial/budgeting skills, and leadership abilities
- D. Knowledge, Skills, and Abilities:**
- Knowledge in directing, supervising, and coordinating administrative, financial, human resources, purchasing and information technology, tasks, and services.
 - Knowledge of the principles and practices of public administration particularly in relation to community and housing services and resources; human service delivery systems, grant administration, facilities/office procurement, and intergovernmental relations.
 - Skilled in providing expertise in applying program evaluation methodologies and complex problem-solving techniques.
 - Ability to develop approaches to the resolution of community and housing problems.
 - Excellent interpersonal skills, time management, and project management skills.
 - Skilled in analyzing, problem solving and decision-making as well as communicating and expressing ideas effectively both orally and in writing.
 - Ability to establish and maintain effective relationships with internal and external customers.
 - Knowledge of contract and grant processes and compliance.
 - Skilled at drafting and implementing policies and procedures and internal controls.
 - Proficient computer skills, including Microsoft Office products including Word, Excel, Outlook, and Teams, PowerPoint.
- E. Specialized training, certifications, or other special requirements:** Must possess or have the

ability to obtain a valid Arizona driver license at time of hire. State of Arizona Tax Credit Compliance Certification will be required within twelve months of employment.

F. Preferred special requirements: None

G. Special working conditions: Work is performed primarily in an office environment with long periods of sitting and reading. Requires use of personal or HAMC vehicles to travel to and from various business locations. Must be able to occasionally travel out of town for training and conferences.

Work Environment

- **Environmental Factors:** Indicate "Work is performed in an office environment" unless maintenance work is performed then list the following:
- Work is performed primarily indoors in sanitary conditions but may include some outdoor experience(s) with prolonged exposure to Arizona heat; the noise level in the work environment may be loud. Some tasks involve some physical effort, for example, some standing and walking, required to lift and carry up to 50 pounds, and perform heavy physical work, including climbing, bending, kneeling or minimal dexterity in the use of fingers, limbs, or body in the operation of office or related equipment.
- **Equipment and Tools Utilized:** Standard equipment includes personal computers and standard office equipment.

Filing Process

As part of the job application process your completed [online](#) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.