The Topeka Housing Authority
Open Positions

Link to Topeka Housing Authority Employment Application

Job Title:	**Property Manager**	**Salary:**	**DOE (starts at $53,000)**
Start Date:	Immediately Hours: 40/ week Monday through Friday Full Time Permanent	**Reports To:**	**CEO**
Department:	**THMS**	**HR Contact:**	**Aubrey Bozarth**
Applications:	**Email: abozarth@tha.gov** **Fax: 785-357-2648** **Mail: 2010 SE California Ave. Topeka, KS 66607**	**Submit an Electronic Application:**	**Topeka Housing Authority Employment Application**
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Property Manager tasks described below in a combination to be reviewed and agreed on at least annually.

A. Property Operations

Oversee all operations to properly maintain and operate tax credit and affordable housing properties in accordance with state and federal laws and regulations. Maintain safe, clean and pest free properties.

B. Partnership Development and Support

Assist and encourage providers of programs and services to act in partnership to assist residents.

C. Training and Support

Provide and support training and assistance for staff.

D. Preventative Maintenance

Develop a preventative maintenance plan, assign work, and track progress.

E. On-Going Maintenance

Plan, schedule, prioritize, and direct the work of staff. Generally, but not always this will involve taking and deploying staff to perform work orders in a manner that meets the needs of residents.

F. Emergencies

Lead and direct response to police and fire calls and to emergencies involving buildings, grounds, and property.

G. Unit Turnaround

Plan, schedule, prioritize, and direct the work of permanent and temporary staff and/or contractors engaged in readying units for rental.

H. Capital Improvements

Plan, schedule, prioritize, and direct the work of permanent and temporary staff and/or contractors engaged in making capital improvements at properties.

I. Compliance with Federal Laws and Regulations

Plan, schedule, prioritize, and direct the work of permanent and temporary staff engaged in preparing properties for inspections conducted by representatives of funding sources and sources of financing. Insure that buildings and grounds are in compliance with applicable local, state, and federal laws and regulations. As appropriate, prepare, submit, and maintain documents, reports, and records.

J. Other Duties

As assigned, perform other duties. Generally, these other duties will require the level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.

III. CONTINUOUS IMPROVEMENT

A. Promote innovation and positive change
B. Improve THA programs and systems
C. Improve THA facilities and complexes
D. Participate in training and capacity building events as assigned

IV. KEY TRAITS

A. "Big picture" view of the organization; leadership skills; ability to organize and motivate self and others
B. Ability to learn, absorb, process and apply information
C. Sound academic skills---reading, writing, computation
D. Adaptability, creative thinking and problem solving, openness to change
E. Self-management, self-esteem, goal orientation
F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
G. Listening and oral communication skills

V. KNOWLEDGE

A. Mediation and problem resolution techniques
B. Standard customer service etiquette and procedures
C. Affordable housing programs and/or tax credit
D. Anti-poverty strategies and programs

VI. SKILLS

A. Ability to use standard office computer hardware and software including Word and Outlook
B. Ability to work effectively with low-income children and youth
C. Ability to interact effectively with residents, program and service providers, educators, law enforcement officials and other persons who work with residents
D. Mediation and dispute resolution skills

VII. PHYSICAL REQUIREMENTS

A. Handle and maintain files and records
B. Climb stairs
C. Ability to work at a computer
D. Ability to bend, stretch, get in and out of a vehicle

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

A. Valid Kansas Class C Drivers license
B. Specialized certification as assigned
C. High school diploma or equivalent required
D. Some college or advanced training preferred
E. Acceptable driving record for insurance purposes

IX. EXPERIENCE

A. Managing and operating property
B. Running daily operations and directing/supervising staff
C. Operations and compliance with tax credit and affordable housing properties
D. An equivalent combination of training and experience
E. Experience with affordable housing programs and residents preferred

X. SUPERVISORY RESPONSIBILITY

Supervise staff for non-Public Housing properties