

Company Description: Charities Housing is a non-profit entity whose purpose is to develop, own and manage affordable housing throughout Santa Clara County. Charities Housing has a range of housing types in its portfolio and pipeline including new and rehabilitated multi-family, seniors, special needs, and SRO rental properties. Charities Housing provides a supportive working environment where all staff are expected to collaborate as a part of the team and to work independently to meet the goals of the organization.

POSITION: Assistant Property Manager at a new development in the city of San Jose.

SCOPE: Accept responsibilities for property, employees, and contractors of the apartment complexes, and tenant and public relations.

PREREQUISITES:

- A. Experience: Must have prior property management experience, with a minimum of 1 year experience with Tax Credit and/or HUD communities. Candidates who do not meet this requirement will not be considered.
- B. Stability: Must have a stable background to indicate an ability to make decisions, accept training, and mature with the position.
- C. Ability: Must show ability to keep records, demonstrate supervisor qualities, and like people.
- D. Attitude: Must be self-motivated, cooperative, personable, and empathetic to human needs.
- E. Qualification: TCAC Certification and YARDI experience a plus
- F. Language: Bi-lingual a plus!

I. The assistant manager is expected to support the resident manager within the performance guidelines set for the individual property. These include measurables such as vacancy, make ready times, outstanding work/case management requests, delinquencies etc. These are measured weekly and are available during the interview upon request. Live-in accommodations available.

A. Administrative Duties

- 1. Market vacancies
- 2. Show and rent apartments
- 3. Assist applicants and residents with required forms
- 4. Collect and deposit all money
- 5. Enforce rules and regulations
- 6. Service residents' complaints and requests
- 7. Daily inspections of grounds and vacant units
- 8. Process tenant applications (credit, landlord, income/asset and criminal background check)
- 9. Perform recertification interviews, mail out verification forms and prepare certifications
- 10. Prepare Itemized Disposition of Security Deposit
- 11. Balance and maintain petty cash.

B. Supervise all personnel, and contractors, as directed by the Resident Manager, and Regional Property Supervisor to include enforcing job descriptions and preparing the following work schedules.

- 1. Grounds maintenance

2. Building maintenance
3. Redecoration of units / Turnovers

C. Submit reports on time as follows:

1. Input rents, deposit rents, submit paperwork to main office
2. Respond to audit reports as requested
3. Other reports as required by the Resident Manager, Director of Property Management and / or Regional Property Supervisor including review of expense reports.

C. Additional duties include:

1. The employee is expected to present a copy of a pass certification for Tax Credit and general property management.
2. The employee is expected to carry a pager and may be the first person to receive after hours calls for each property.

D. Physical Requirements:

1. Driving or the ability to travel between different locations in Santa Clara County
2. Computer use
3. Sitting at desk for extended periods of time.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities.

Benefits:

Health Insurance, Dental, Vision, Life Insurance, 401k, vacation, sick, and holiday pay.
Salary range: \$27,000 - \$32,000, DOE.

To apply:

The deadline to apply is January 11, 2009. However, if we receive resumes from qualified candidates before that time, we reserve the right to start the process at any time.

Send the following to info@charitieshousing.org

1. A copy of your résumé
2. A summary of your prior property management experience, including type and duration of properties, nature of your own contributions, the relationships developed and managed in that process, and key outcomes

Principals only. No calls please. We will only respond to those persons who are deemed qualified at the sole discretion of Charities Housing. For more information about Charities Housing, please visit our website www.charitieshousing.org.

Charities Housing is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. Charities Housing is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

No relocation will be provided.