

## FARGO HOUSING & REDEVELOPMENT AUTHORITY

### **JOB DESCRIPTION**

**Job Title:** Assistant Property Manager  
**FLSA Status:** Non-Exempt  
**Employee Appointment:** Full Time  
**Reports To:** Property Manager/Compliance Officer  
**Supervision Exercised:** Supervises maintenance staff and project support technicians for senior and scattered sites properties in absence of property manager.

**Job Purpose:** Assist with administrative, budgetary and physical aspects of properties which promote the mission of the FHRA. Coordinate supportive services and Family Self-Sufficiency programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A. Assist Property Manager with tenant leasing and compliance with HUD regulations for public housing.
  - 1. Complete tenant orientation and prepare and enforce lease agreement using prescribed FHRA documents and computer as needed.
  - 2. Perform all move-outs of tenants using prescribed FHRA documents and computer as needed.
  - 3. Perform annual re-certification and interim reviews to determine continued eligibility based on client and/or third party verifications.
  - 4. Maintain client files according to HRA standards.
  - 5. Assist in completion of HRA and HUD forms and reports as required.
  - 6. Assist in researching, developing, maintaining and revising department forms, procedures and control systems.
  - 7. Generate and monitor work orders from residents and maintenance staff using industry-specific computer software daily.
  - 8. Assist in implementation of new programs.
  - 9. Supervise tenant leasing and compliance regulations for Church, Blue Stem, Crossroads, and North Sky properties; these locations are subject to change.
- B. Resolve resident issues and respond accordingly.
  - 1. Interact and work with social service agencies to assist residents as needed.
  - 2. Encourage and assist in establishing and utilizing resident committees on an ongoing basis.
  - 3. Respond to emergencies 24 hours a day in the absence of the property manager.
  - 4. Receive and act on resident and neighborhood complaints and concerns as needed.
  - 5. Respond to social issues resulting from an ethnically diverse population.
  - 6. Assist Property Manager with fraud program violations and take appropriate action.

C. Family Self-Sufficiency Coordination

1. Interact and work with social service agencies to assist clients and promote programs to individuals receiving housing assistance.
2. Receive and act on client requests.
3. Uses team approach to share information on participant progress or other relevant information.
4. Serves as a positive role model to participants and employers.

D. Show a demonstrated interest in FHRA's mission.

E. Adhere to FHRA's Core Values.

F. May perform other duties as assigned to promote FHRA's mission.

**MINIMUM REQUIREMENTS**

Education: Bachelors degree in social work, business, facilities management or related field; or a combination of education and work experience to perform job duties as described.

Experience: At least three years practical work experience in housing related field.

Valid driver's license and proof of automobile insurance coverage.

Must pass criminal background investigation and driving record review.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to understand and administer U. S. Department of Housing and Urban Development regulations, lease agreements and rental management relating to public housing. Ability to organize and administer different FHRA endeavors. Ability to interact with culturally diverse persons of low income. Ability to establish and maintain positive working relationships with employees, other agencies and the public.

Equipment operated: calculator, telephone, fax, copier, mainframe computer, related hardware, cell phone.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

Vision, communicate clearly, hear, reach with hands and arms, use hands to finger, handle, or feel, walk, stand, stoop, kneel, crouch, crawl, sedentary work exerting up to 20 pounds of force occasionally. Work in heated, air-conditioned, ventilated and well-lighted areas with office equipment level of noise and various indoor/outdoor conditions. Ability to climb stairs. Regular working hours are within a weekday, daytime timeframe with occasional availability during evenings, weekends and holidays.