



Position Title: Assistant Property Manager
External/Internal Posting

Announcement No.: 23-001

DEPARTMENT: Affordable Housing Programs
SALARY RANGE: \$40,435.20 - \$64,667.20 per annum

OPENING DATE: Wednesday, January 11, 2023
CLOSING DATE: Until Filled

PRE-EMPLOYMENT DRUG TESTING & BACKGROUND CHECK REQUIRED: *Satisfactory results of the pre-employment drug test and background check are required. Marijuana is on the restricted list under Federal guidelines even though it is legal in Nevada. SNRHA is a Federally funded employer.*

DESCRIPTION OF DUTIES: Under Direct supervision of the Property Manager, this position is responsible for assisting in the day-to-day operations of one or more of SNRHA’s multi-family affordable housing sites reporting to the property manager. The incumbent will perform administrative and clerical duties required to assist in keeping the day-to-day operations running smoothly within the assigned site while assisting in meeting the department occupancy and financial goals. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: Exercises supervision over all lower-level staff, vendors, and contractors completing work on the assigned site in the absence of the property manager.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed below

- Perform a wide variety of general clerical duties, including organizing, compiling, and recording various data and resident files; preparing leases and/or lease addendums; conducting annual and/or interim eligibility reviews; receiving and responding to telephone calls; and routine requests for information in an accurate and timely manner.
- Prepare or assist in technical and financial reports on operations and activities of property, weekly and bi-monthly as required by supervisor. These reports include (but are not limited to) vacancy reports, aged receivable reports, rent surveys, and status reports for assigned property.
- Show and rent units which include but are not limited to: preparing a model, showing prospective residents’ model, keeping a guest card/log of visitors; reviewing vacancies, and notifying applicants of SNRHA vacancies, explain SNRHA rules and regulations/lease agreement, conduct pre-occupancy unit inspections, conducts move out inspections, and provide excellent customer service to all current and prospective residents.
- Review or assist in advertising and implementing marketing strategies, this includes but is not limited to: daily Craigslist postings; signage on the property as needed; update flyers and marketing materials with most recent specials, print or newspaper advertisements/postings.
- Perform “certifications” and “conduct re-examination of residents”.

MINIMUM REQUIREMENTS:

- Work Experience:** Two (2) years in residential property management and affordable housing; supplemented by two (2) years of clerical/administrative experience. Tax Credit/PBV experience preferred.
- Education:** High school diploma or GED equivalent preferred; supplemented by additional course work in clerical training, social work or a related field.

KNOWLEDGE/SKILLS/ABILITIES:

1. Ability to work and assist clients from diverse social and economic backgrounds.
2. Ability to verify clients’ information and assist them with available services.
3. Ability to communicate verbally and in writing with clients, co-workers, supervisors, and managers.
4. Knowledge of preparing reports, maintaining files, and typing a variety of materials.
5. Ability to perform receptionist duties and work with people while representing the department.
6. Ability to operate and maintain computer records.

Licenses and Certifications: Certifications in Property Management, Fair Housing, and Tenant and Landlord Law.

Motor Vehicle Operator Identification: Selectee must; (1) possess or can obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a **non-exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions, and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination, and separation.

HOW TO APPLY: All interested candidates must submit a complete Employment Application, with an updated resume attached. Applicants can visit www.snvrha.org, and click on the employment tab to complete Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.** **The closing date may be earlier than listed based on the number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

APPLICANTS WILL RECEIVE CONSIDERATION BASED ON MERIT AND POTENTIAL WITHOUT DISCRIMINATION
BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.