

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: ASSISTANT PROPERTY MANAGER	
MINIMUM SALARY: NEGOTIABLE	
DEPARTMENT: HOUSING MANAGEMENT	SECTION: HOUSING MANAGEMENT
HOURS OF WORK: 8:00 AM - 4:40 PM	BARGAINING UNIT: EXEMPT
POSTING DATE: December 29, 2011	APPLICATION DEADLINE: Until the position is filled

SCOPE: Working under the supervision of the Property Manager, the incumbent assists the Property Manager in the supervision of staff work necessary for the proper completion of all property management functions.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Inspect apartments for move-ins, move-outs, annual HQS and housekeeping.
- Inspect grounds and common areas on a daily basis and follows-up with tenants on lease enforcement issues.
- Collect rent.
- Interview prospective residents, show apartments, explain lease agreements and grievance procedures.
- Confer with the Property Manager on resident-related management problems and takes appropriate follow-up action.
- Work closely with other CMHA departments and administrative personnel to effectively plan and implement programs at assigned property.
- Consult with residents to resolve problems, investigates complaints, interprets housing policies and enforces the lease agreement.
- Assist the Property Manager in establishing work schedules and assigning work as required to maintain efficient use of management staff time to complete a variety of reports and recommend corrective action as appropriate.
- Ensure accurate and timely completion of all letters, memos and notices.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor Degree in Property Management or related field or an equivalent combination of education and property management experience.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Strong listening skills and a high interest level in working with low to moderate income clients.
- Demonstrated ability to maintain confidentiality.
- Knowledge of PC-based software applications (Microsoft Word, Excel and Groupwise)

PHYSICAL REQUIREMENTS: Requires manual dexterity and vision necessary to operate a PC and calculator, as well as the ability to communicate by telephone. Must be able to walk the grounds in all kinds of weather and climb stairs routinely.

OTHER: The candidate must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The candidate may have no more than 4 accumulated points in 3 consecutive years.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities