

Lake County Housing Authority has an immediate opening for a:

Property Manager

SUMMARY:

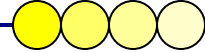
The Property Manager is responsible for overall management of the Housing Authority's dwelling units in their assigned AMP#. Regular duties require the exercise of mature independent judgment, tact in dealing with various types of individuals in stressful situations, and thorough knowledge of pertinent Housing Authority policies and HUD regulations, as well as state and federal laws regarding evictions. Supervision may be exercised over Assistant Property Manager and Maintenance Staff. Work is performed under the general supervision of the Deputy Director and is reviewed primarily through staff meetings, review of reports, and evaluation of results obtained.

MAIN RESPONSIBILITIES INCLUDE:

- Supervises the collection of rent and other charges, and the calculation of rent.
- Shows or supervises the showing of vacant units to all prospective tenants.
- Conducts or supervises inspections of housing units (i.e. new tenant's initial inspection, follow up in 10 days, & another in 30 days with documentation on each inspection).
- Signs and explains inspection reports and tenant leases, or supervises the subordinate performing this job.
- Makes site follow-up visits to ensure all equipment and housing units are satisfactory.
- Calculates and/or monitors move-out repair charges, and prepares required move-out letters.
- Make daily walks throughout grounds and buildings.
- Supervises and Coordinates maintenance programs with the Maintenance Staff; identifies minor and major repair needs; takes or schedules corrective action when indicated; determines whether charges are to be made.
- Supervises and participates in the counseling of tenants who are not complying with policy and/or procedures or who have economic, social, legal, health, or other problems; referring to the social service agencies when indicated and documenting tenant files. Recruits and works with groups and agencies capable of rendering all types of assistance to tenants.
- Actively participates in and develops resident association activities for all housing under supervision; meets with leaders in resident organizations to improve participation, plans meetings, suggests ideas for programs.
- Initiates transfer requests due to changing housing needs and emergency situations, then monitors the results and responds immediately with follow-up supervision.
- Counsels or supervises the counseling with residents and works out acceptable method of payment for overdue renters.
- Prepares or supervises the preparation of legal documents for nonpayment of rent and other violations.
- Checks all computations and computer inputs by clerical personnel.
- Initiates preparation of Annual Review for subordinates.
- Closely monitors all area expenditures by Authority subordinates and takes immediate corrective action to insure strict compliance with approved budgets.



Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



- Continually evaluates the effectiveness and productivity of the housing operations and staff. Develops and implements operational improvement programs as required.
- Handles disciplinary problems with subordinate personnel following established personnel policy guidelines and procedures.
- Reviews and verifies all attendance and payroll records for subordinate personnel.

REQUIREMENTS:

- Graduation from an accredited college or university with Bachelor Degree in Business, Public Administration, or Social Services related field.
- Experience in public housing management of 100 units or more.
- Five years practical experience in housing management with demonstrative accomplishments on previous jobs and have had full responsibility supervising three or more operative level employees. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.
- Must be certified as a Public Housing Manager within one year of hire.
- Possession of a valid Illinois motor vehicle operator's license.
- Must be bondable.

Please send resumes to:
Lake County Housing Authority - Human Resources
33928 North US Highway 45
Grayslake, IL 60030
recruitment@lakecountyha.org
FAX: 847-223-7910
No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.