

jobs. Any equivalent combination of education and experience to meet the required knowledge, skills, and abilities.

#### Knowledge and Skills

1. Ability to understand financial reports and other operational reports.
2. Familiarity with relative laws regulating the leasing and management of affordable housing.
3. familiarity with company policies and procedures.
4. ability to create and manage property budget, review, and analyze basic financial and operating reports.
5. Excellent written and verbal communications Skills
6. The ability to effectively interact with people from diverse social and economic backgrounds.
7. The ability to operate standard office equipment, computers, and related operating systems and programs.
8. The ability to motivate and lead staff, providing them with the direction and training necessary for them to succeed.

#### Other Requirements:

1. Possession of a valid State of Georgia motor vehicle operator's license.
2. Must be certified as a Multifamily Housing Specialist and USDA Rural Development Multifamily Housing Specialist or obtain certification within 12 months of employment.
3. Ability to be covered under the Authority's fidelity bond.

1. Prepare and manage approved operating plans and budgets for the assigned property.
2. Prepare and publish various operations and financial analysis and reports as required.
3. Ensure that all data bases, files, reports, and systems are maintained efficiently and accurately.
4. Perform eligibility verification of housing applicants; ensures that the application process functions in accordance with established Federal and other guidelines.
5. Resolves complex matters involving housing applications or individual applicants while working within established policies and procedures outlined by relevant HUD Multi-Family Housing Programs.
6. Maintain the official waiting list of eligible applicants for Multi-Family Housing RAD.
7. The effective performance of occupancy functions including but not limited to taking applications, the performance of monthly housekeeping, move-in, and move-out inspections.
8. Prepare, execute, and enforces lease and rental agreements with tenants.
9. Complete all Move-Ins, Lease Renewals, and annual Re-certifications to ensure compliance with all relevant rules, regulations, and policies.
10. Initiate and manage all evictions pertaining to rent collections, lease violation and other issues that might occur.
11. Determines rent amounts in accordance with federal and other relevant guidelines.
12. Collect, record and report rents and other tenant charges.
13. Act to ensure that the units are maintained consistent with established guidelines provided by the Company and other relevant stakeholders.
14. Administer polices, and procedures and make recommendations for policy or procedural changes as appropriate.
15. Ensure that invoices are accurately processed for approval and payment by Corporate office, manage petty cash and all funds.
16. Monitors tenant changes oversee transfer requests and resolves tenant complaints through investigating and developing possible solutions.
17. Complete other duties as assigned by supervisor.

**Education and Experience:**

Graduation from an accredited high school or possession of GED is required. A bachelor's degree in a relevant discipline from an accredited college is preferred. Four years' experience in Public housing or Multifamily Housing management with demonstrative accomplishments on previous

# Sylvester Housing Authority

## *Job Description*

---

Position Title: Property Manager

Job Status: Exempt

Reports To: Chief Operating Officer

Grade:

### Position Summary

Under the direction of the Chief Operating Officer: The Property Manager is responsible for all operational and financial aspects of an affordable housing complex of at least 200 housing units. This position is also responsible for the achievement of financial and operating goals as required to support the achievement of strategic initiatives and other goals of the Company. Results are achieved by facilitating the optimum performance of the property in areas such as leasing, collections, resident services, maintenance, revenue enhancement, capital improvements, information reporting and compliance with all applicable laws and company policies. The incumbent also performs a variety of services designed to foster or improve relationships between tenants, the Company, and other stakeholders., this position operates in compliance with all applicable federal, state, and local rules, regulations, and statutes.

### Responsibilities



1. The efficient and effective management of the day-to-day operations of the assigned affordable housing units owned and/or managed by the Sylvester Housing Development Company or its' affiliates, instrumentalities clients or other stakeholders, consistent and in compliance with policies, procedures and all relevant program rules, regulations, federal and state statutes, and other contractual requirements.
2. The development and implementation of operating plans and project initiatives to enhance the appearance and maintenance of the of the project.
3. Support the development and implementation of Capital Plans to preserve and/or extend the useful life of the properties.
4. The development and management of operating budgets to support the achievement of company financial and operating goals.
5. The development and implementation of initiatives to enhance the improvement of the quality of life for our residents.
6. The delivery of highest possible quality of customer service in all aspects of our business.

### Essential Functions:

The following is a listing of duties that are essential to this position. This list is not all inclusive. Other related or non-related duties may be assigned or added either on a temporary or permanent basis without modification of the description itself:



Administrative Office  
411 North Jefferson Street • Sylvester, GA 31791  
P 229-776-7621 TDD 229-776-0285 F 229-776-9674

shauthority.com  

# Vacancy Announcement

June 1, 2022

The Sylvester Housing Development Corporation Inc is now accepting applications beginning Thursday, June 1, 2022, for a Multi-Family Housing Property Manager. Applications may be picked up and returned to the Administrative Office located at 411 N. Jefferson Street Sylvester, Georgia, between 8:00 a.m. and 4:30 p.m. or you can visit our web site at [www.shauthority.com](http://www.shauthority.com) Open until filled

## Multi-Family Housing Property Manager

The Property Manager is responsible for the day-to-day supervision and management of an affordable housing complex of at least 192 low-income housing units with a combination of USDA Multi-Family Housing and RAD Multi-Family Housing. This is a highly responsible administrative position performing admissions, and other housing occupancy duties as required. The incumbent also performs a variety of services designed to foster or improve relationships between tenants, the Agency, and other stakeholders. The work is performed under the general supervision of the Chief Operation Officer. This position is covered under Section 3 of the HUD act of 1968; HUD recipients and Section 3 residents are encouraged to apply. A Valid Georgia Driver's license, Drug Testing and Criminal Background check is required.

Starting pay: DOE

The Sylvester Housing Authority is an Equal Opportunity Employer