



**Assistant Community Manager
December 2018**

Unison Housing Partners is empowering people and strengthening communities in Adams County as a progressive housing authority built to address 21st century challenges. We are focused on ending the cycle of generational poverty by providing individuals and families with access to affordable housing, support programs, and by engaging in socially conscious community development. We collaborate with nonprofit organizations, government agencies, the private sector, property owners, housing providers and the community to ensure stability and economic self-sufficiency are achievable goals for all Adams County residents.

The Assistant Community Manager assists in the management of multi-family residential real estate properties by performing the following duties personally or through subordinates.

Unison Housing Partners manages 14 properties in its portfolio. This includes 1,656 total units, of which 1,244 are a part of affordable programs such as tax credit, 50058, 50059, public housing, NSP, and home funds.

Essential Duties and Responsibilities Include but are not limited to the following:

- Process and prepare all applicant and resident files in compliance with all Project Based Section 8 and LIHTC rules and regulations.
- Prepare all leases, addendums and other legal paper work for new move ins and manage and maintain tenant files throughout the tenure of the lease(s).
- Perform annual renewal inspections in accordance with HUD and LIHTC regulations.
- Purchase supplies and equipment for use on leased properties.
- Contact utility companies to arrange for transfer of service for tenants.
- Generates and posts three day demands and other legal notices required in property management.
- Assist with eviction of residents in compliance with court orders and directions from Lawyer and owner.
- Maintain awareness of and adherence to all requirements of the Fair Housing Act and all applicable HUD and LIHTC regulations.
- Record all rent receipts in the Yardi software system.
- Process vendor invoices and purchase orders.

- Provides resident problem resolution, if resolution cannot be achieved, directs issue to the Community Manager for resolution.
- Will be responsible for identifying competing communities and document the rates for each apartment type, size and amenities; may also assist with the task of preparing market surveys.

Communication:

Shares information. Listens and involves others. Clearly conveys ideas in a manner that engages others and helps them understand and retain the message.

Product Knowledge:

Knows and explains product features/benefits, understands/sells the full product line, understands customer's business operations and needs, understands/responds to the competition, applies market knowledge.

Sales Skills:

Develops new business, identifies and sells to customer needs, translates product features to benefits, has good listening skills, is sensitive to customers, delivers effective presentations, negotiates well, uses closing skills appropriately.

Education/Experience:

Assisted Housing Manager Certification or equivalent, one year certificate from college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customer, and the general public. Spanish/English bilingual is preferred but not required.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Yardi, Microsoft products such as Word, Excel, Outlook and Internet software.

Certificates and Licenses:

Valid driver's license and auto insurance

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles and toxic or caustic chemicals

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, and depth perception.

To Apply:

Please submit cover letter and resume to Perla Flores: pflores@unisonhp.org

Unison Housing Partners offers competitive compensation and an excellent benefit package, which includes medical, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association.

Unison provides, to the greatest extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.