



# Job Announcement Cesar Chavez Plaza Job #16-6030SAC

**Position Title:** Property Manager **Posting Date:** October 13, 2016  
**Property Name and City:** Cesar Chavez Plaza, Davis  
**Position Type:** Full Time  
**Compensation:** Depending on Experience

## COMPANY SUMMARY:

The John Stewart Company is a full-service housing management, development and consulting organization that began in 1978 with a commitment to providing high quality service in the affordable housing sector. We work to enrich the lives of our residents and employees, while delivering our services cost-effectively, efficiently and with the highest levels of professionalism, compassion, integrity and respect.

## SUMMARY OF THE POSITION AND PROPERTY:

The Property Manager is responsible for successful on-going lease up of affordable apartments and overall daily operations. Duties include implementation of policies, procedures, and programs to maintain a well-managed Community. The successful Property Manager will ensure compliance with all applicable regulatory agencies and federal, state and local laws; will maintain an acceptable and supportive environment for all residents; manage site staff and their duties; and interact with and supervise vendors. Full Time opportunity in the Davis area for a Property Manager to oversee a family property with 53 units. Experience in the affordable housing industry with HUD, TCAC, Section 8, etc. is required.

## DUTIES & RESPONSIBILITIES:

- Hire, supervise, train and evaluate staff necessary to carry out various assignments in the community. Also responsible for employee performance evaluations and improvement plans if needed. Basic list of duties and responsibilities
- Manage a waiting list, interview and screen prospective residents. Prepare, process & sign leases and rules.
- Oversee maintenance program consisting of supervision, inspections and monitoring work orders.
- Process purchase orders and submit for payment.
- Rent collection, receipting, prepare deposits using property management software. Submit required reports and maintain records according to company policies.

## QUALIFICATIONS:

- Must have two years property management experience with HUD/Tax Credit properties as well as supervising multiple employees.
- Ability to empathize with residents and staff, while still enforcing community rules and company policies.
- Knowledgeable regarding company policies, federal, state, and local laws, Tax Credit policies and compliance protocol and other rules that pertain to residents including fair housing and anti-harassment laws.
- Knowledgeable regarding labor laws and company staff policies, ability to motivate staff.
- Demonstrated ability to work effectively with all common Microsoft software programs and quick to learn property management software and other applications. Knowledge of Boston Post software a plus.

**Email Resumes To:** Please send cover letter and resume to [pmaps09@gmail.com](mailto:pmaps09@gmail.com)

**IMPORTANT NOTE!** In order to be considered for this position you **MUST** include the Job Reference #15-6030SAC in the subject line of the email.



### An Equal Opportunity Employer

The John Stewart Company ("JSCo") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: JSCo will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.