



Job Announcement

Empyrean

Job #17-5625SF

Position Title: Property Manager **Posting Date:** January 31, 2017
Property Name and City: Empyrean and a Property to be named, Oakland CA
Position Type: Full Time
Compensation: \$33.65 per hour with a 1 Bedroom Apartment

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:

Responsible for the overall operation of two properties in the City of Oakland and the day to day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building and ensures compliance with all applicable regulatory agencies and federal, state and local laws. In addition, The Empyrean will be going through a in house rehabilitation. Some residents may be required to be relocated during the rehab project.

DUTIES & RESPONSIBILITIES:

- Assist the Regional Manager with the transition of management. The Empyrean is a newly acquired project in Oakland which will need new staff hired.
- This position requires the Property Manager to manage **two sites** (81 and 66 units) with two full time assistant managers to help with day to day management.
- Ensure consistent application of property rules and regulations, lease documents and report all violation.
- Process, complete and maintain accurate resident files at move-in and at each recertification within established regulatory guidelines.
- Conduct recruiting, hiring and termination process as well as training and evaluation of all staffs.
- Responsible for program compliance such as HUD, TCAC, Home Program, RHCP, CAL HFA. AHP, etc.
- Obtains appropriate documentation, completes certifications and collects deposits and rents in accordance with program policies and procedures.
- Ensures site staff responds to all resident requests or complaints in a timely, efficient and courteous manner.
- Conduct a lease up of a new building due to open in March 2017.

QUALIFICATIONS:

- **High school diploma or GED required. BA degree or FOUR years' experience in affordable housing and management is desirable.**
- Experience with acquisition rehabilitation project.
- The ability to multitask and work well with others under pressure.
- Basic mathematical skills with proficiency in reading, writing, and speaking English.
- Able to work in a fast-paced environment with ability to prioritize assignments to meet deadlines.
- Minimum of 4 years of experience in management, training and evaluation with **Tax Credit properties.**
- Knowledge of Microsoft Word, Excel and Outlook are essential. Boston Post software knowledge is a plus.

Email Resumes To: jscojobs@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-5625SF 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.