



Job Announcement

Villa Montgomery

Job #17-7114SBAY

Position Title: Property Manager **Posting Date:** March 3, 2017
Property Name and City: Villa Montgomery, Redwood City
Position Type: Full-Time – 32 hours/week
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:

Villa Montgomery is a 58 unit Tax Credit Property consisting of studios, 1, 2 and 3 bedroom units. The Property Manager is expected to use his/her independent discretion and judgment to care and be responsible for the overall operation of the property and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building, ensures compliance with all applicable regulatory agencies and federal, state and local laws; maintains acceptable occupancy levels, develops a supportive environment for all residents, manages staff and their duties, interacts with and supervises vendors.

DUTIES & RESPONSIBILITIES:

- Manages the day-to-day administration of the property. Exercises common sense, tact and diplomacy, good judgment, consistency and self-control with residents and in business matters.
- Ensures consistent application of property rules and regulations within established regulatory guidelines.
- Collects rents and other monies; ensures that all transactions are processed and input accurately, completely, and timely; completes weekly deposits of all monies collected.
- Interviews, hires, trains, supervises, evaluates, motivates, develops, disciplines, and terminates all site staff. Develops and maintains good staff working relationships; provides leadership and encourages teamwork and cooperation. Ensures all staff adhere to Fair Housing laws.
- Walks vacant units regularly; performs annual or more frequent inspections of units.
- Bids out and recommends contract services, negotiates vendor service agreements and monitors vendor performance. Ensures resident requests or complaints are addressed in a timely, efficient and courteous manner.

QUALIFICATIONS:

- Basic mathematical skills with proficiency in reading, writing, and speaking English
- Ability to work in a fast-paced environment with talent to prioritize assignments to meet deadlines.
- Minimum of 3 years of experience in management of Affordable Housing properties.
- Knowledge of Microsoft Word, Excel and Outlook. Boston Post software knowledge is a plus.

Email Resumes To: agear@jSCO.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-7114SBAY 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.