



Job Announcement Tannery Arts Center Job #17-7113SBAY

Position Title: Assistant Property Manager
Property Name and City: Tannery Artist Lofts, Santa Cruz
Position Type: Full-Time – 30 hours/week
Compensation: Depending on Experience

Posting Date: February 24, 2017

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:

Tannery Artist Lofts is a 100 unit affordable housing development serving artists and families. The Assistant Property Manager is responsible for assisting in the successful leasing and overall operation, and the day to day implementation of policies, procedures, and programs to ensure a well-managed, well-maintained Community. This position is responsible to ensure compliance with all applicable regulatory agencies and federal, state and local laws; maintains and acceptable and supportive environment for all residents; interacts with and supervises vendors; and if applicable, works with the owner. Must relate well to people, exercise good judgment and discretion in dealing with residents, visitors, vendors, and staff. Reports to the Property Manager and required to provide assistance in managing and developing staff.

DUTIES & RESPONSIBILITIES:

- Interviews and screens prospective residents for occupancy.
- Prepares, processes and signs leases and rules.
- Processes purchase orders and vendor paperwork.
- Collects rents, receipts payments, and prepares deposits using property management software.
- Writes warning letters and prepares legal notices to residents.
- Submits requires reports and maintains records according to JSCo policies.
- Completes annual recertifications of tenant income following tax credit guidelines.
- Participates in minimum monthly staff meetings and safety training.

QUALIFICATIONS:

- Prior experience in affordable housing and tax credit properties beneficial, but not required.
- Excellent problem-solving, listening, and deductive reasoning skills. Ability to empathize with residents and staff, while still enforcing community rules and JSCo policies.
- Knowledgeable regarding company policies, federal, state, and local laws, Tax Credit Section 42, and other rules that pertains to tenants, including fair housing laws.
- Ability to read, write, understand and communicate effectively in English.
- Demonstrated ability to work effectively with all common Microsoft software applications, and learn property management software and other applications.
- High School Graduate, College degree a plus. Relevant experience with affordable housing, two years managing people, projects, materials and information, or equivalent combination of education and experience is desirable.

Email Resumes To: rmacdonell@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-7113SBAY 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.