



# Job Announcement

## Fourth Street Apartments

### Job #17-7118SBAY

**Position Title:** Assistant Property Manager  
**Property Name and City:** Fourth Street Apartments, San Jose  
**Position Type:** Full-Time  
**Compensation:** Depending on Experience

**Posting Date:** March 14, 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:

Responsible for the assisting in the successful overall operation of a 100-unit affordable housing property, and the day to day implementation of policies, procedures, and programs to ensure a well-managed, well maintained Community. Assists with ensuring compliance with all applicable regulatory agencies and federal, state and local laws; maintains acceptable and supportive environment for all residents. Must relate well to people, exercise good judgment and discretion in dealing with residents, visitors, vendors, and staff.

#### DUTIES & RESPONSIBILITIES:

- Interviews and screens prospective residents for occupancy.
- Prepares, processes and signs leases and rules.
- Purchases general supplies, and services following the P.O. policy and procedures.
- Assists with inspections and monitoring work orders.
- Rent collection, receipting, prepares deposits using MRI property management software.
- Writes warning letters and prepares legal notices to residents.
- Submits required reports and maintains records according to JSCo policies.
- Performs related work and other duties required.

#### QUALIFICATIONS:

- Must have 1- 2 years property management experience preferably with Tax Credit properties.
- Prior experience in managing large multifamily affordable housing complexes.
- Knowledgeable regarding company policies, federal, state, and local laws, Tax Credit Section 42, and other rules that pertain to tenants.
- Ability to read, write, understand, and communicate effectively in English and Spanish.
- 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.

Must have valid Driver's License and reliable transportation, and be able to travel for training purposes.

**Email Resumes To:** [fourthstreet@jSCO.net](mailto:fourthstreet@jSCO.net)

**IMPORTANT NOTE!** In order to be considered for this position you *MUST* include the Job Reference #17-7118SBAY 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.