



Job Announcement Lenzen Gardens Job #16-7098SBAY

Posting Date: 11/7/2016

Position Title: Assistant Property Manager
Property Name and City: Lenzen Gardens, San Jose
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:

This full-time position is split between Lenzen Gardens and Cypress Gardens. Under the general supervision of the property managers, assists in the overall operation of the property, day-to-day implementation of policies, procedures and programs that ensure well-managed, well-maintained communities.

Ensures compliance with all applicable regulatory agencies and federal, state, and local laws; maintains acceptable occupancy level and develops a supportive environment for all residents; manages site staff and their duties; interacts with and supervises vendors. Must relate well to people, exercise good judgment and discretion in dealing with residents, visitors, vendors, support services and staff.

DUTIES & RESPONSIBILITIES:

- Interviews and screens prospective residents for occupancy.
- Processes, completes, and maintains accurate resident files at move-in within established regulatory guidelines in accordance with tax credit requirements and works with Housing Authority to process their approval for subsidy.
- Completes annual recertifications of tenant income following Tax Credit guidelines.
- Rent collection, prepares deposits, receipting using Boston Post property management software.
- Writes warning letters and prepares legal notices to residents.
- Submits required reports and maintains records according to JSCO policies.
- Participates in minimum monthly staff meetings and safety training.

QUALIFICATIONS:

- Must have 2 years property management experience, or related administrative experience preferably with Tax Credit properties.
- Prior experience in affordable housing complex.
- 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 pertain to tenants including fair housing laws.
- Ability to read, writes, understand, and communicate effectively in English. High school Graduate, College degree a plus.
- Ability to handle a large number of projects at once and shifting priorities in a fast paced environment.
- Demonstrated ability to work effectively with all common Microsoft Office programs such as WORD, EXCEL, OUTLOOK, and learn other applications. Boston Post (MRI) software knowledge a plus.

Send Resumes To: **Sally Adams, Regional Manager:** sadams@jSCO.net



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.