



Job Announcement

Del Monte Manor

Job #17-7109SBAY

Position Title: Property Manager
Property Name and City: Del Monte Manor, Seaside
Position Type: Full-Time
Compensation: Depending on Experience

Posting Date: January 27, 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:

Del Monte Manor is 192 unit HUD Affordable Housing community located on 8.7 acres in Seaside, CA. This property is over 40 years old and as such has some exciting challenges for an energetic and focused Property Manager seeking adventure and opportunity. The successful candidate for The Property Manager (PM) position is expected to use his/her independent discretion and judgment to care for 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 onsite staff and their duties, interacts with and supervises vendors, and if applicable, works with the owner and/or Board of Directors.

DUTIES & RESPONSIBILITIES:

- Manages the day-to-day administration of the property, including supervising staff and handling resident complaints, grievances, inquiries and concerns in a courteous and professional manner.
- Ensures consistent application of property rules and regulations, lease and lease addenda and documents and documents all violations.
- Ensures compliance with all regulatory requirements, which includes ensuring that all rules and regulations required by federal, state and local jurisdictions are followed; and preparation and submittal of reports in an accurate and timely manner.
- Ensures that rents and other monies are properly collected; ensures that all transactions are processed and inputted accurately and completely in MRI; and ensures regular deposits of all monies collected are completed.
- Ensures that all property staff adheres to the JSCo and/or the owner's policies and procedures.

QUALIFICATIONS:

- Applicants for this position MUST have HUD Section 8 regulatory compliance experience.
- Knowledge of company policies, federal, state and local laws, government regulations and agency rules that pertain to properties managed, and ability to apply these policies, laws, regulations and rules to daily management of property.
- Ability to read, understand and effectively communicate information and ideas in writing.
- Able to work in a fast-paced environment with ability to prioritize assignments to meet deadlines.

Email Resumes To: cpagkalinawan@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-7109SBAY 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.