

Property Manager

This is a workforce staff-managed job posting. If you wish to make changes to the job posting, [contact](#) Wf Sol Mrg Del Rio.

General Information

Job Posting ID: 3020919	Creation Date: Jul 24, 2017
Employer Posting No: ---	Closing Date: Aug 24, 2017
Job Site Address: DEL RIO, Texas 78840	Employer Type: Private Sector
Openings Filled: 0 of 1	Status: Open
Contacts: 0 of 50	

Job Description

This position performs managerial and supervisory work involving the management and operation of the Villa Hermosa Property, and ensures that residents are provided with a clean, safe, and well-maintained living community. Full benefits package available upon successful completion of 6 months introductory period (health/dental, life, and retirement plan).

DUTIES AND RESPONSIBILITIES: Reviews applications of prospective residents, conducts interviews, and determines eligibility. Shows, leases, and assigns units, provides resident orientation on lease contract and the property's policies and procedures. Performs move-in, move-out, and annual inspections. Performs internal occupancy audits for all residents. Supervises the activities of maintenance personnel and other administrative staff. Supervises the activities of outside contractors working on the property and receives, responds to and resolves resident concerns and complaints. Is on 24-hour stand by and performs other duties as assigned.

QUALIFICATIONS AND KNOWLEDGE: Bachelor's degree in business, public administration, or social service from an accredited college or university. Two years working in an administrative capacity at a housing property equivalent combination of experience and education. Property Manager certification preferred or must be obtained during the six month introductory period. Good knowledge of Housing Authority operating policies and procedures, and tax credit regulations pertaining to housing. Ability to plan and organize meetings and other activities. Ability to prepare clear and concise narrative and statistical reports. Valid Texas Driver License. Eligible for coverage under Housing Authority Fleet Auto Insurance. Bondable.

Supervisory Experience

Required: No

Pay: Starts at \$24,543.57 / YR

Shift: Days (First)

Duration: Regular

Workweek: Full Time

Additional**Workweek Details:** 24-hour stand by**Veterans Only:** Yes**Federal****Contractor:** No**Eagle Ford Shale****Job:** No**Job Requirements****Occupation:** Property, Real Estate, and Community Association Managers**Minimum Experience and Education:** 2 yrs 0 mos and Bachelors Degree

- OR -

Occupation: First-Line Supervisors/Managers of Office and Administrative Support Workers**Minimum Experience and Education:** 2 yrs 0 mos and Bachelors Degree**Additional Requirements****Language:** • English**Driver's License****Type:** Class C - Standard Driver's License