

Position Description

Title:	Property Manager	Supervisor:	OCFD Administrator
Department:	OCFD	Classification:	Full Time

A. Job Description:

Provide safe, decent, and sanitary housing for 62 eligible residents at Loretta Village in Somerset County:

- i. Maintain adequate waiting list.
- ii. Inspect each unit with tenant initially and on a semi-annual basis.
- iii. Advertise units at least twice yearly.
- iv. Develop and maintain a Tenant Handbook.
- v. Create and maintain active tenant association.
- vi. Screen all applicants taken for eligibility of prospective tenants.
- vii. Recertify on annual basis all tenants for eligibility.
- viii. Collect rents from tenants on a monthly basis.
- ix. Request rent subsidies from funding sources on a monthly basis.
- x. Police and monitor exterior of facilities on a daily basis.
- xi. Perform other reasonably related duties as outlined by supervisor.

B. Position Qualifications:

- High School graduate plus five (5) years' experience in operating multifamily housing complex.
- Ability to handle detailed work.
- Ability to effectively communicate orally and in writing.
- Ability to coordinate and associate with other housing and social service-related agencies.
- Ability to work with participants of varying backgrounds, incomes and educational levels.

C. Position Characteristics:

Salary:

Hours:

Monday through Friday, 8:30am to 4:30pm

Classification:

Full Time

D. Job Benefits:

- Paid Leave (personal, vacation, sick, funeral, 13 paid holidays)
- Health Insurance (medical, dental, vision, prescription plan)
- Short-term Disability
- Life & Supplemental Insurance

- Liability Insurance
- Workman's Compensation
- Maryland State Retirement and Pension System
- 403(b) Option
- Employee Assistance Program
- Direct Deposit
- Payroll Deduction
- Tuition Reimbursement

COVID-19 Vaccination

SHORE UP! Inc. Early Head Start requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

SHORE UP! Inc.
520 Snow Hill Road, Salisbury MD 21804
(410)749-1142 Fax (410)742-9191

SHORE UP! Inc. is an equal opportunity employer.

JOB DESCRIPTION

TITLE: Property Manager

SUPERVISORS: Administrator Housing & Community Development

POSITION DESCRIPTION

Provide safe, decent and sanitary housing for 52 eligible residents at Loretta Village in Somerset County.

QUALIFICATIONS

High School graduate plus five years experience in operating multifamily housing complex.

REQUIRED SKILLS

1. Ability to handle detailed work.
2. Ability to effectively communicate orally and in writing.
3. Ability to coordinate and associate with other housing and social service related agencies.
4. Ability to work with customers of varying backgrounds, incomes and educational levels.

DUTIES

1. Maintain adequate waiting list.
2. Inspect each unit with tenant initially and on semi-annual basis.
3. Advertise units at least twice yearly.
4. Develop and maintain a Tenant Handbook.
5. Create and maintain active tenant association.
6. Screen all applications taken for eligibility of prospective tenants.
7. Recertify on annual basis all tenants for eligibility.
8. Collect rents from tenants on a monthly basis.
9. Request rent subsidies from funding sources on a monthly basis.
10. Police and monitor exterior of facilities on a daily basis.
11. Perform other reasonably related duties as outlined by supervisor.