

Housing and Redevelopment Authority of St. Cloud

Position Description

Job Title: Property Specialist Grade: 106
Exemption Status: Non-Exempt Department: Housing
Authorization: _____
Executive Director
Acknowledged: _____
Employee Revised: March, 2026

Job Specifications

<u>Factor</u>	<u>Level</u>
Education:	High School plus 2 years post-secondary
Job Related Experience:	2 years
Special Requirements:	Required within six months of hire: Housing Manager, Tax Credit, or Occupancy Specialist certification; valid driver's license in the State of Minnesota required at hire.
Supervision Given:	Caretakers
Supervision Received:	Senior Property Manager

Job Summary: The Property Specialist performs intermediate to difficult administrative work overseeing the assigned portfolio in accordance with overall guidance in fulfilling or complying with funding, city, county, state, and federal regulatory agreements and requirements; performs or directs property operations according to approved policies, procedures, laws, and regulations; performs or provides oversight to a wide variety of technical tasks depending on the portfolio composition, including responsibility for the operations (the care, appearance and upkeep of the property), marketing of the site, leasing, rent collection, lease enforcement, crime prevention, and resident/community public relations; assist with the development of site-based budgets, and monitors site-based budgets.

Essential Functions:

1. Responsible for lease up of units; including move-in orientation and collection of security deposits and first month's rent. Lease up of units to include assisting with waiting list selections and calls to applicants and eligibility activities including but not limited to completion of necessary paperwork, applicant interviews, verification of income and assets, credit and criminal checks, and rental history reviews. Approves or denies applicant for housing.
2. Performs Hearing Officer tasks to support Senior Property Manager as assigned. Acts as a Hearing Officer after one year in the position.

3. Communicates and responds to resident needs and questions as appropriate and elevates necessary issues to the Senior Property Manager and Executive Director as appropriate.
4. Develops and maintains working relationships with community partners, vendors and contractors as appropriate to complete tasks. Ensures issues are addressed promptly and negative impacts to residents are minimized.
5. Adheres to budget requirements, codes invoices for approval by Senior Property Manager. Responsible for recertifications using appropriate third-party verification methods. Adheres to agency policies.
6. Submits and maintains information in agency database, and other reporting systems such as but not limited to, Yardi, PORT and EGNT. The position may require reporting in HUD systems, such as PIC, TRACS.
7. Responsible for rent collection and lease enforcement as appropriate.
8. Confers with Executive Director, Senior Property Manager, on all insurance claims, and legal issues including lease violations and lease terminations. Confers with legal counsel as appropriate. Prepares and executes lease terminations in accordance with agency policy. After one year in position, assumes responsibilities for filing of unlawful detainer actions and where appropriate represents the HRA in eviction actions in court.
9. Assists in physical inspections; initial, move-in, move-out, annual, compliance and as needed.
10. Supervises caretakers. Responsible to provide feedback for caretakers on performance, and completes performance evaluations. Elevates issues or concerns related to performance of caretaker to Senior Property Manager, and makes recommendations for disciplinary actions.
11. Monitors safety and security concerns of property. Responds and gives priority to emergency situations as needed.
12. Ensures well-kept physical condition of the property and coordinates maintenance program for the property. Issues work orders and coordinates with vendors and Property Maintenance Technician as appropriate.

Non-Essential Job Duties:

13. Performs related work as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Activity</i>	<i>Frequency</i>	<i>Activity</i>	<i>Frequency</i>
Sit	Frequently	Using hands to finger, handle or feel	Continuously
Stand	Occasionally	Carry/Lift up to 10 lbs.	Frequently
Tasting/smelling	Occasionally	Carry/Lift up to 50 lbs.	Occasionally
Walk	Occasionally	Speaking or hearing	Continuously
Stoop, kneel, crouch or crawl	Occasionally	Repetitive motions	Frequently
Exposure to wet, humid conditions (non-weather)	Occasionally	Pushing/pulling	Occasionally
Exposure to blood-borne pathogens	Occasionally	Required to wear specialized personal protective equipment	Occasionally

Reaching with hands and arms	Occasionally	Exposure to outdoor weather conditions	Occasionally
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Vision requirements: standard

Vocal communication: required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly

Hearing: required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

Sensory utilization: requires preparing and analyzing written or computer data; visual inspection involving small defects and/or small parts; operating machines; operating motor vehicles or equipment; observing general surroundings and activities

Noise level: moderate