

## Housing and Redevelopment Authority of St. Cloud

### Position Description

Job Title: Property Manager Grade: 106  
Exemption Status: Exempt Department: Housing  
Authorization: \_\_\_\_\_  
Executive Director  
Acknowledged: \_\_\_\_\_  
Employee  
Revised: December, 2018  
December, 2019  
January, 2024  
April, 2026

### Job Specifications

<u>Factor</u>	<u>Level</u>
Education:	High School plus 2 years
Job Related Experience:	3 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 MN required at hire.
Supervision Given:	Caretakers
Supervision Received:	Executive Director

**Job Summary:** The Property Manager performs 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 all 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 overall 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; develops 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 marketing, 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. Responsible for household eligibility, as well as performing annual and interim recertifications using the EIV system and/or third-party verification and submission of required reports.
3. 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.

4. Reviews monthly financial reports, prepares budgets, codes invoices, and approves invoices for payment.
5. Responsible for submitting and maintaining information to PIC, TRACS, PORT, EGNTA, or other reporting systems as determined necessary.
6. Responsible for rent collection and lease enforcement, as appropriate. Lease enforcement includes but is not limited to delinquent rents and filing unlawful detainer action in court. Represents the HRA in eviction actions in district court.
7. Responsible for all physical inspections; initial, move-in, move-out, annual, compliance and as needed.
8. Supervises caretakers. Provides feedback on performance and completes performance evaluations. Elevates issues or concerns to Executive Director related to performance of caretaker and necessary disciplinary actions.
9. Prepares and executes lease terminations in accordance with agency policy. Confers with Executive Director and attorney on all legal issues. Confers with management on all insurance claims, and legal issues including lease violations and lease terminations. Confers with legal counsel as appropriate.
10. 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.
11. Monitors all safety and security concerns of property. Responds and gives priority to emergency situations as needed.
12. Acts as Hearing Officer for housing programs.

**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

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