

EMPLOYMENT OPPORTUNITY

Resident Manager

Paso Robles Housing Authority (PRHA) is seeking a full-time Resident Manager (RM) to work at Oak Park 2, a 70-unit affordable apartment community located at Park St. & 30th St. in Paso Robles, CA. The qualified candidate is required to live onsite at an apartment to be provided. Candidate must have 1+ year of experience in affordable housing property management. Yardi (Voyager) experience a plus. The RM will be responsible for managing the site to ensure effective safety, fiscal and physical solutions.

Responsibilities:

- Daily building and grounds inspections to maintain appeal and resident safety
- Process rental applications and tenant certifications in accordance with regulatory requirements.
- Prepare leases, notices, evictions, periodic unit inspections, and security deposit settlements.
- Report all health, safety and maintenance issues and other areas of concern with the property. In addition, the RM will be on-call (including weekends) for daily am/pm issues and emergencies.
- Coordinate repair and scheduled maintenance jobs.
- Enforce all Oak Park house rules.
- Weekly and monthly reporting as directed by PRHA.
- Coordinate move-ins /move outs

Qualifications:

- One year plus of affordable housing property management experience including knowledge of LIHTC, HUD, USDA or other affordable housing regulations.
- Problem solving and excellent people skills.
- Knowledge of Microsoft Office Programs.
- High School or GED required.
- Valid California Driver's License and current vehicle insurance required.
- Ability to speak or understand Spanish preferred

Physical requirements:

Job frequently requires sitting for extended periods of time and handling objects with hands. Job requires standing, walking, climbing stairs, reaching, talking, hearing, and lifting up to 25 pounds.

Salary: Full-time position, 40 hours per week at \$16-20 per hour depending on experience plus free apartment and a comprehensive benefits package.

Apply: www.pasoroblesha.org for Employment Application

Mail or deliver completed application and resume to:

Paso Robles Housing Authority, 901 30th Street, Paso Robles CA 93446

OR Email to info@pasoroblesha.org

Job posting closes on June 23, 2021