



Job Opportunity

Date Posted: September 29, 2021

Property Manager, Public Housing

Annual Salary: \$73,243.01-98,152.63

Status: Full Time, Permanent

Reports to: Director of Leased Housing

Closing Date: October 14, 2021

4020 Civic Center Drive
San Rafael, CA 94903

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WHO WE ARE...

Our purpose is to assist low- and moderate-income people to secure and maintain quality, affordable housing. The Marin Housing Authority (“MHA”) is a small, dynamic agency, well-respected in our field. The Housing Choice Voucher and the Public Housing programs have been either a high performer or a standard performer in the past few years. We serve thousands of people through a wide range of programs and services, including public housing for families, seniors and the disabled; housing choice vouchers (Section 8); supportive housing services for special needs populations; rental assistance payments; and financial and technical assistance for moderate-income first-time homebuyers and low-income homeowners. We have about 40 employees.

ABOUT MHA’S PUBLIC HOUSING

Marin Housing is one of Marin County’s largest providers of affordable housing, operating over 500 owned housing units and over 2000 Section 8 Tenant Based Vouchers. From 1950 through 1975, Marin Housing constructed seven housing developments scattered throughout the county using HUD’s low-rent housing conventional housing program, also known as “public housing.” The first 300 units were built for families with children and are located in Marin City, in southern Marin. Later, another 200 units for seniors were constructed in five scattered developments (two in San Rafael, two in Mill Valley, one in Novato).

In the 1980’s and 1990’s, HUD mandated that the senior complexes begin to accept younger individuals with disabilities. Today, these 200 units are about evenly split between senior and younger disabled tenants. Marin Housing refers to these five complexes collectively as the “Elderly/Disabled Housing Program,” to distinguish them from the Marin City development, which is designed for families with children. The tenants in all Marin Housing’s developments pay 30% of their adjusted gross income for rent. HUD makes up the difference between the tenant rents and the operating costs of the buildings through an annual operating subsidy.

MHA performs all aspects of the organization’s property management (from rent collection to lease enforcement to preventive maintenance and repairs) for all Marin Housing’s public housing.

THE POSITION

Marin Housing is seeking a compassionate, assertive person to manage our Public Housing complexes. Marin Housing may hire more than one person for this role. This management position is responsible for the day-to-day operations, including rent collection, lease enforcement, maintenance operations, capital improvements, tenant relations, and eligibility for continued occupancy certifications. The work requires initiative, strong organizational and supervisory skills, excellent judgment, superb

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communication skills, discretion, commitment to customer service, and the ability to make independent decisions in dealing with a wide range of client-related issues. The incumbent(s) for this position will supervise other staff in close coordination with the Executive Director.

QUALIFICATIONS: THE IDEAL CANDIDATE

The Program Manager should possess a combination of experience and education equivalent to a four-year college degree. In addition, they must have 3 or more years of progressively responsible experience in property management or related field. The applicant must also have a thorough knowledge of current property management practices and principles; goals of agencies that administer programs for low-income persons; budget preparation and fiscal control; practices and techniques of personnel administration as they relate to training, motivating and evaluating employees; and an ideal understanding of the needs, problems, and attitudes of socially and economically disadvantaged groups.

The ideal candidate will also:

- Possess excellent interpersonal and communication skills;
- Be a team player, capable of working creatively with a variety of housing and service issues facing Marin Housing;
- Understand the importance of excellent customer service;
- Be computer literate and well-versed in PC-based word processing, spreadsheets and databases;
- Be conscientious about timeframes and deadlines;
- Have background and/or understanding of maintenance issues; and
- Be able to speak and write clearly and concisely.

COMPENSATION / BENEFITS

Annual salary range is \$73,243.01-98,152.63. We offer a comprehensive benefits package that includes a generous monthly allowance for medical, dental and life insurance; CalPERS retirement 2% @ 62; a 457 deferred compensation plan; 12 paid sick days per year; 10 days paid annual leave per year for the first two years, and will progressively increase as years of service increase (up to 30 days per year); 2 paid floating holidays; 5 paid days of management leave; and 13 paid holidays. Finally, the Housing Authority has 9/80 schedule available to employees, which, upon supervisor approval, allows eligible employees to have every other Friday off.

TO APPLY

A Marin Housing application must be completed and returned in order to be considered for this position by the final closing date, October 14, 2021. An application may be downloaded from or submitted on our website www.marinhousing.org. We encourage applications to be submitted through our website. Applications may also be emailed to mhajobs@marinhousing.org. Please note that our primary means of communication with applicants is sent via email, therefore, please include a valid email address on your application. In *addition* to a Marin Housing application, candidates are encouraged to submit a resume, cover letter, copies of relevant license(s) and/or certifications, and references. Hearing impaired TDD, please call 1-800-735-2929. Please do not fax applications.

EXAMINATION PROCEDURE

All completed application documents will be reviewed. Based on the information provided in these documents, the most qualified applicants will be invited for further examination. Depending upon the number of applications received, the examination may consist of an application screening, written test, practical exam, oral interview or any combination of these.



Marin Housing Authority is an equal opportunity, affirmative action employer. Minorities, women and individuals with disabilities are strongly encouraged to apply. Upon request, reasonable accommodations will be made for persons with disabilities and for religious reasons.



In compliance with the Immigration Reform Act of 1986, individuals offered employment by Marin Housing would be required to show the specified documentation as proof of authorization to work in the United States before hiring would occur.



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