



4020 Civic Center Drive
San Rafael, CA 94903

415/491-2525
(Fax) 415/472-2186
(TDD) 800/735-2929

Job Opportunity

Date Posted: November 23, 2021

Assistant Property Manager

Annual Salary: \$66,383.63-\$88,960.41

Status: Full Time, Permanent

Reports to: Program Manager

Closing Date: Open Until Filled

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 agency was recently awarded Public Housing Program of the year in the Northern California region, and 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 45 employees.

POSITION DESCRIPTION

Marin Housing is seeking a compassionate, assertive person to help manage our Public Housing complexes. Under the supervision of the Program Manager, the Assistant Property Manager provides oversight and coordination to maintenance and support staff. This position fulfills supervisory and administrative functions for leasing, resident certification, rent collection, maintenance, repair, rehabilitation and cleaning activities for public housing complexes. This class is responsible to assist in the overall management of these activities, day-to-day work assignments, reviews, and technical assistance. The work requires initiative, strong organizational skills, excellent judgment, superb communication skills, discretion, commitment to customer service, and the ability to make independent decisions in dealing with a wide range of client-related issues.

REQUIREMENTS

Please see attached job classification for a non-exhaustive list of duties.

Abilities

Any combination of education and experience that would provide the knowledge and skills listed.

The Assistant Property Manager should possess a combination of experience and education equivalent to a four-year college degree from an accredited college or university in sociology, public administration, or a closely related field or at least four years of progressively responsible experience in property management, maintenance services, and/or construction management, including at least one year in a supervisory or lead capacity.

Some assignments may require possession of a valid California class C driver's license and have a satisfactory driving record. Possession of a Public Housing Manager's and/or Managing Maintenance

(over)

Certificate or the ability to become a certified public housing manger with one year is required. An equivalent certificate can be substituted.

The ideal candidate will also:

- Possess excellent interpersonal and communication skills.
- Be a dynamic team player, capable of working creatively.
- 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 a strong background and understanding of property management.
- Be able to speak and write clearly and concisely.
- Have Yardi experience.
- Experience working with a diverse population in affordable housing.

COMPENSATION / BENEFITS

Annual salary range is \$66,383.63-\$88,960.41. 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 days of paid floating holiday; 40 hours of paid personal management leave per year 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

For consideration for this excellent job opportunity, you must submit a completed Marin Housing application at www.marinhousing.org/careers. We prefer for applications to be submitted on our website. Hearing impaired TDD, please call 1-800-735-2929. Please do not fax applications.

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. Please note that our primary means of communication with applicants is sent via email, therefore, please include a valid email address on your application.

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.

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.



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.

