



Oak Park 2



On- Site Property Manager

Job Description:

The On Site Property Manager (OSM) will be required to live on site in a two bedroom unit within the new 70 unit affordable apartment complex known as Oak Park 2 located at Park St. & 30th St., Paso Robles, CA. The OSM will report to the Paso Robles Housing Authority Property Management Team (PRHA). The OSM will be responsible for qualifying tenants and enforcing Oak Park 2 House Rules amongst other documents along with the following:

Essential Functions

- Daily building and grounds inspections to maintain appeal and resident safety
- Process Rental Applications, Tenant income Qualification, Tenant Income Recertification, lease preparation, Notices, evictions, and security deposit settlements.
- Report all issues concerning resident health and safety, maintenance or other areas of concern to PRHA on a daily basis. In addition the OSM will be the first on-call person for daily am /pm issues and emergencies. The OSM will follow up and act accordingly to the issue or situation.
- Capable of providing routine maintenance jobs.
- Represent PRHA and interact with tenants with the intent of solving problems and enforcing house rules including lease and parking rules. Communicate with the PRHA staff / Director of Property Management.
- Coordinate and follow up on day or night maintenance calls.
- Weekly and monthly reporting as directed by PRHA .
- Move-ins /move outs
- Other on site related duties as assigned by PRHA Director of Property Management / Executive Director.

Qualifications:

OSM should have two years' experience with onsite Property Management, preferably, in the affordable housing industry either with tax credit properties, HUD or State subsidized housing. Ability to work within a team environment. The candidate should be well organized and detail minded; have the ability to juggle priorities; have the ability to work independently and collectively, have problem solving skills and excellent people skills. In addition, OSM should have a computer skills and knowledge of Yardi, Word, Excel and Outlook. High School or GED required. Valid California Driver's License and current vehicle insurance required.

Physical requirements:

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

Salary: Full-time position at \$14-16 per hour depending on experience plus free unit and any applicable benefits.

