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**Estes Park Housing Authority** is a quasi-governmental, not-for-profit agency, which manages rental and home ownership programs in the Estes Valley. We income qualify applicants for a variety of programs and partner with many organizations in our efforts to serve the wide spectrum housing needs in the Estes Valley community.

## **PROPERTY MANAGER**

### **General Statement of Duties:**

This full-time position is responsible for property management and coordination and completion of a variety of administrative tasks. Job duties include, but are not limited to, the following:

- Professional, accurate, timely, and effective monitoring of property and resident needs. Responsibility to maintain full lease-up and manage vacancy turnovers as they arise.
- Responsibility to maintain current compliance with various state, federal and local programs, to include inspections, income qualifying, annual certifications, and input of data in management software.
- Manage maintenance and work orders with internal staff and contractors.
- Ensure rents and monies due to EPHA are collected and posted to ensure balance of property bank statements.
- Responsibility to manage property accounts payable and receivable.
- Enforce provisions of lease, community rules, and state, federal and local program requirements, in addition to EPHA's policies, procedures and guidelines.
- Effective, responsive, and professional interactions with staff, the public, and applicants through in-person, verbal, and written interactions.
- Maintain skill level, current regulations, and policies through training opportunities.
- Other duties as expected from a Property Manager and of an administrative role.
- Some travel required.

**Supervision:** The position reports to the Housing Supervisor and does not have direct reports.

**Work Location:** Manager may hold office hours at various EPHA residential properties as well as EPHA's main office.

### **Minimum Qualifications (Required Knowledge, Skill and Ability):**

1. Working knowledge of modern office practices and procedures including grammar, spelling, and punctuation.
2. Skill in the operation of general office equipment.
3. Skill in computer operations including Word and Excel.
4. Ability to communicate effectively in English both verbally and written, as well as possess effective problem solving and critical thinking skills.
5. Ability to self-motivate, maintain organization, and incorporate current rules, policies, and requirements.
6. Ability to establish and maintain effective working relationships with staff, residents, other agencies, and the general public.

**Education/Experience Qualification:** High School graduate or equivalent

Work is characterized as being public orientated through effective public relations. Ingenuity and knowledge or resources are required to assure effective recommendation be made to solve resident issues and community concerns. Employee must interact with program participants, other EPHA, Loveland Housing Authority, and the Town of Estes Park personnel, Board Members, as well as other organizations and/or members of the public. Employee must show positive and professional conflict resolution abilities and skills. Communication should be effective through the use of face-to-face conflict resolutions and use fact based content with the intent toward positive outcomes for all parties. Employee is a key public figure for the Housing Authority and must display a professional attitude in working with residents, all staff and agencies.

### **HIRING RANGE**

\$50,000 - \$65,000