



# KCHA Job Announcement

600 Andover Park W • Seattle, WA • 98188 • (206) 574-1104 (FAX)  
Please post to KCHA employees, residents and the general public.

## Property Manager

Open: 06/9/10 Close: 6/23/10

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently recruiting for an experienced, talented and passionate property manager for our Boulevard Manor Portfolio located in Burien, WA. This position will manage the operations and maintenance of a portfolio that includes 3 buildings consisting of 197 total units, two being public housing and one a tax credit development. Ensures that the properties are operated in an efficient, cost effective manner while providing high quality, well maintained housing for residents.

**Responsibilities:** Under the direct supervision of the Regional Manager, market units/properties and conduct outreach; respond to questions and explains housing and leasing options. Manage the waiting list and application intake; screen applicants, show and offer units; prepare leasing paperwork and conduct orientation. Plan, organize, assign, supervise and evaluate the work of staff; plan, coordinate and arrange training; interview and select employees; recommend termination and disciplinary action. Assure tenant satisfaction by providing high level of customer service; cultivate and maintain partnerships with other departments and local government agencies; address resident complaints; make judgments regarding tenant issues and reasonable accommodations. Develop annual budget and financial performance; code expenditures; submit reports and make budget adjustments; review and approve invoices. Perform tenant accounting; negotiate payment agreements and schedules. Direct and supervise maintenance staff and prioritize work orders; develop and implement periodic maintenance schedules; contract for other routine building services; make recommendations on capital improvements; address potential hazards and schedule special projects. Conduct and review annual and interim leasing and income recertification. Prepare reports, records and correspondence. Complete other duties as assigned.

**Requirements:** Associate Degree and three to five years work experience in public housing, or property management, or general management experience, or an equivalent combination of education and experience. Work requires the ability to learn federal, state and local PHA rules and regulations and monitor financial performance of units assigned; ability to prioritize and review the work of maintenance and office staff; to prepare and maintain records and reports; to interpret data and make conclusions of meeting eligibility; to perform arithmetic calculations; to prioritize, organize and work independently; to use tact, discretion and courtesy in dealing with tenants and others, to communicate clearly and effectively orally and in writing; to hire, train and evaluate the work of others; general office/computer skills such as Microsoft Word, Excel, Access, E-mail and Internet. Knowledge of contract administration. Valid WSDL, good driving record and reliable vehicle a must! Travel between various property sites.

**Compensation:** The salary for this position is \$3,904.23 to \$4,563.07 monthly DOE. The excellent benefits package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) and flexible spending accounts are optional. Positive corporate culture and commitment to a diverse workplace, plus more!

**To apply:** Please send one page cover letter explaining how you meet qualifications, resume and complete application materials (located on our website) to KCHA, Human Resources, **Job #10-16**, 600 Andover Park W, Seattle, WA 98188. This position will close on June 23, 2010 at 4:30pm.

*For future opportunities, please call our job line at (206) 574-1103 -or visit our website at [www.kcha.org](http://www.kcha.org). EEO/AA/M/F/V/D*

**An Equal Opportunity Employer**