

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 05/19/2024



94702
Oakland, CA, 94702

Property Manager

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.00 to \$30.00 hourly
Employment status: Contract / Temporary

Description

Candidates should possess a high school diploma or equivalent, with a preference for those with college education. A minimum of one year of supervisory experience is required, although relevant informal leadership roles may be considered. Experience in affordable housing or property management is highly desired, along with familiarity with programs such as Tax Credit, HUD, and Section 8.

The role demands strong problem-solving skills and sound judgment in daily interactions with residents and business matters. Building positive relationships among residents, staff, vendors, and the wider community is crucial. Conflict resolution abilities and the capacity to work with diverse backgrounds are essential. Excellent verbal and written communication skills are necessary, as well as proficiency in Microsoft Office, especially Excel, Word, and Outlook. Knowledge of Yardi software is advantageous. The position involves interpreting documents related to emergency management systems, landlord-tenant laws, and building maintenance.

Attention to detail and organizational skills are vital for managing multiple tasks effectively. The ability to receive and act on verbal instructions and information, including remotely, is required. Awareness of emergency signals and the ability to detect unusual odors are also important. Access to reliable transportation for traveling between properties is necessary. The role requires initiative and diligence in completing tasks.

Candidates are expected to acquire Certified Occupancy Specialist (COS) and/or Certified Tax Credit Specialist certifications within six months of employment, with training provided by the organization. Supervisory duties include overseeing Maintenance Technicians, potentially including Custodians and After Hours Resident Coordinators. Collaboration with the on-site Service Coordinator on tenant-related issues is necessary, although direct supervision is not part of the role.

Requirements

Property Management experience within Low Income Tax Credit Housing. At least 1 year in supervisor position. In depth understanding of HUD, Tax Credit guidelines. Availability to start immediately.

If you have affordable housing and property management experience, submit your resume today!

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