



Property Manager Tallahassee, FL



Gans, Gans & Associates

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Tallahassee Housing Authority

The Tallahassee Housing Authority is a quasi-governmental agency established in 1946 by State of Florida Statute 421.04 due to the shortage of decent, safe and sanitary housing and to provide persons of low-income affordable housing.

The THA administers four housing programs, Public Housing, Housing Choice Voucher (Section 8), Affordable Housing, and Veteran's Assistance. THA has a full time certified maintenance program and its own Finance Department. The overall policy making authority is the seven-member Board of Commissioners.

Position Summary

Reporting to the Asset Management Director, the Property Manager is a management position that is responsible for the overall performance of assigned community or communities. Areas of responsibility include; a) financial management b) appearance and resident relations c) day-to-day operations of the community d) management office and assigned staff. The Property Manager is an advocate for the Tallahassee Housing Authority, and serves as a community resource, promoting to its residents and the general public an understanding of the Tallahassee Housing Authority's housing programs.

Job Duties

- Inspects property daily to ensure all aspects of the property and curb appeal meet THA standards.
- Renders the community curb appeal in a condition that is enticing to client traffic and exceeds the neighborhood market.
- Inspects aged and/or selected vacancies on a weekly basis to monitor upkeep and ensure THA make-ready standards are being met.
- Monitors occupancy and advises Supervisor of any problems areas.
- Oversees and manages the details of apartment turnarounds and contractor work.
- Ensures compliance with existing THA policy for apartment turnaround times.
- Maintains collections above the minimum standards established by the housing authority or in accordance with the guidance provided by the Asset Management Director.
- Reviews all requests for transfer and walk units as required; and ensures a resident history review is completed by management prior to transfer being approved.
- Maintains approved budgets and requests approval for all needed budget deviations.
- Inspects apartment upon move out; determine charges (if any) to resident.
- Consults with supervisor on any requisitions over \$2000.
- Manages, trains and counsels on-site staff. Consults with supervisor regarding special circumstances or issues that should be elevated to a higher authority.
- Analyzes monthly performance and budgeted projections, discusses strategies with assigned supervisor and communicates to others as needed or requested.
- Communicates through weekly staff meetings the strategy changes for the coming week, short and long-term goals for site operation.
- Establish schedules of on-site leasing personnel, maintenance technicians, groundskeepers.
- Ensures proper coverage during office hours. Coordinates and approves PTO requests.
- Conducts annual employee performance reviews; makes recommendations for assigned staff's merit increases, promotions and performance evaluations as necessary.
- Provides weekly reports on all activities for the communities under his/her supervision.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures and customer service principles.
- Knowledge and ability to perform proficient mathematical functions.
- Ability to use interpersonal skills using tact, diplomacy, patience and courtesy.
- Ability to maintain filing and record keeping system, including document imaging.
- Ability to perform basic clerical skills.
- Ability to communicate verbally and in writing.
- Ability to operate office machines and equipment such as PC, copiers, and printers.
- Ability to work cooperatively, harmoniously and respectfully with co-workers, supervisors, public and customers.
- Ability to perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a special program or department function.
- Ability to handle multiple tasks and priorities with interruptions.
- Ability to deal with a variety of people with diverse backgrounds.

- Ability to effectively plan and organize workload.
- Ability to perform data entry efficiently and accurately.
- Ability to meet schedules and time lines.
- Ability to interpret and carry out various HUD and THA required rules and regulations.

Requirements

- High School Diploma or GED.
- Six (6) year of experience in property management or related field.
- Must be available by phone 24 hours per day and 7 days per week.
- Must be flexible and available to work a flexible schedule which may include weekends, depending on the needs of the community and upon the directive of the Supervisor.
- Florida driver's license at the time of placement and be insurable by the Housing Authority's liability and fleet insurance carrier.
- Must complete certification as a Public Housing Manager within first 6 months of employment
- Must complete Tenmast University (software) certification within first 6 months of employment.

Preferred

- Associates Degree in social services, human services, business management, management or successful completion of 60 semester hours of college course work in any of the following areas or combination of areas: social services, human services, business management or management.
- Certified Public Housing Manager (Public Housing Manager).

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Diane Martin-Johnson

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



Tallahassee, Florida

Tallahassee is the capital of the State of Florida and located in the Panhandle, 30 miles north of the Gulf of Mexico and 20 miles from the Georgia border.

Tallahassee is a relatively large city with a population of 189,907 people and 68 constituent neighborhoods, Tallahassee is the seventh largest community in Florida.

Tallahassee is home to the Florida State Capitol, Supreme Court of Florida, Florida Governor's Mansion, and nearly 30 state agency headquarters. The city is also known for its large number of law firms, lobbying organizations, trade associations and professional associations, including the Florida Bar and the Florida Chamber of Commerce. It is also a recognized regional center for scientific research, and home to the National High Magnetic Field Laboratory. In 2015, Tallahassee was awarded the All-American City Award by the National Civic League for the second time. Tallahassee is currently ranked as the 18th best college town in the nation by Best College Reviews.

Tallahassee is a decidedly white-collar city, with fully 90.34% of the workforce employed in white-collar jobs, well above the national average. Overall, Tallahassee is a city of professionals, sales and office workers and service providers. There are especially a lot of people living in Tallahassee who work in office and administrative support (15.30%), sales jobs (11.16%) and teaching (9.31%).

City Accolades

- 1988: Money Magazine's Southeast's three top medium size cities in which to live.
- 1992: Awarded Tree City USA by National Arbor Day Foundation
- 1999: Awarded All-America City Award by the National Civic League
- 2003: Awarded Tree Line USA by the National Arbor Day Foundation.
- 2006: Awarded "Best In America" Parks and Recreation by the National Recreation and Park Association.
- 2007: Recognized by Kiplinger's Personal Finance Magazine as one of the "Top Ten College Towns for Grownups" (ranking second, behind Chapel Hill, North Carolina)
- 2007: Ranked second in the "medium sized city" class on Epodunk's list of college towns.
- 2015: Awarded All-America City Award by the National Civic League

Neighborhoods

Tallahassee has many neighborhoods inside the city limits. Some of the most known and defined include All Saints, Apalachee Ridge, Betton Hills, Callen, Frenchtown (the oldest historically black neighborhood in the state), Killlearn Estates, Lafayette Park, Levy Park, Los Robles, Midtown, Holly Hills, Jake Gaither/University Park, Indian Head Acres, Myers Park, Smokey Hollow, SouthWood, Seminole Manor and Woodland Drives.

Education

Higher Education

Tallahassee is home to Florida State University, a premier, comprehensive, graduate research university, with both law and medical schools. It is also home to the Florida A&M University, one of the country's largest historically black universities by total enrollment. Tallahassee Community College is a large community college which serves mainly as a feeder school to both Florida State and Florida A&M. Tallahassee qualifies as a significant college town.

Other colleges include

- Barry University School of Adult and Continuing Education – Tallahassee Campus
- Embry-Riddle Aeronautical University
- Flagler College – Tallahassee Campus
- ITT Technical Institute
- Keiser University – Tallahassee Campus
- Lewis M. Lively Area Vocational-Technical School
- Saint Leo University – Tallahassee Campus

Primary and Secondary

Leon County Schools employs 2,013 instructional personnel, 1,018 district personnel, and 1,424 support personnel. The Pre-Kindergarten through Grade 12 has 33,000 students in forty-eight school and program sites. These include preschool, elementary (PreK-5), middle school (6-8), high school (9-12) and special district wide program centers for specific populations of all ages and ability levels.

Places of Interest

- Maclay Gardens Reflection Pool
- The Tallahassee Automobile Museum
- Alfred B. Maclay Gardens State Park
- Carnegie Library at FAMU
- Challenger Learning Center
- College Town at Florida State University
- Doak Campbell Stadium
- Elinor Klapp-Phipps Park
- Florida Governor's Mansion
- Florida State Capitol
- Florida Supreme Court
- Foster Tanner Fine Arts Gallery at Florida A&M University
- Goodwood Museum and Gardens
- Innovation Park
- John G. Riley Center/Museum of African American History & Culture (Riley Museum)
- Knott House Museum
- Lake Ella
- Lake Jackson Mounds Archaeological State Park
- Lafayette Heritage Trail Park
- LeMoyne Center for the Visual Arts
- Mission San Luis de Apalachee
- Museum of Fine Arts at Florida State University
- Museum of Florida History
- National High Magnetic Field Laboratory
- North Florida Fairgrounds
- Railroad Square
- Southeastern Regional Black Archives Research Center and Museum
- Tallahassee Automobile Museum
- Tallahassee Museum
- James D. Westcott Building and Ruby Diamond Auditorium at Florida State University



Maclay Gardens Reflection Pool



The Tallahassee Automobile Museum

Festivals and Events

- Cross-country riding competition at Red Hills Horse Trial
- Downtown Getdown (Florida State Seminoles Pep Rally)
- Experience Tallahassee Festival (Welcoming festival for FSU, TCC, and FAMU students)
- First Friday festivals at Railroad Square
- Greek Food Festival
- Oktoberfest

- Opening Nights Performing Arts at Florida State University
- Red Hills Horse Trials
- Southern Music Rising Festival
- Springtime Tallahassee
- Tallahassee Film Festival
- Tallahassee Marathon and Half Marathon
- Tallahassee Wine and Food Festival
- Tallahassee Senior Center's Lifelong Learning Extravaganza – L3X[60]
- Winter Festival
- Florida State University's HackFSU

Sports

- FSU's Doak Campbell Stadium
- The Tallahassee Community College Eagles compete in the Panhandle Conference in Men's and Women's basketball, baseball and softball.
- The Tallahassee Rugby Football Club are a Division III Rugby Club that competes in the Florida Rugby Union.
- The Tallahassee-Leon County Civic Center hosted the First and Second Rounds of the 1995 NCAA Men's Division I Basketball Tournament.



Doak S. Campbell Stadium