HOUSING AUTHORITY OF THE CITY OF CAMDEN

JOB DESCRIPTION

POSITION TITLE:	Property Manager
DEPARTMENT:	Asset Management
REPORTS TO:	Asset Manager
EMPLOYMENT STATUS:	Full-time
	40 hours per week
UNION STATUS:	Union Local 3974
FLSA STATUS:	Exempt

SUMMARY:

The Property Manager assists the Asset Manager in the daily management of one or more housing developments, ensuring operational, financial, and regulatory compliance while maintaining quality of life for residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operations & Maintenance

- Oversee daily operations of assigned housing developments in compliance with HACC policies, HUD regulations, and ACOP.
- Conduct unit inspections, re-inspections, move-in/move-out inspections, and emergency inspections.
- Ensure timely unit turnover, curb appeal, and maintenance of buildings, grounds, and facilities according to UPCS/NSPIRE standards.
- Monitor and manage work orders, including emergency and routine repairs, and ensure all deficiencies are addressed promptly.
- Oversee the preparation and execution of property capital improvement projects.

Resident Relations & Lease Enforcement

- Conduct new resident orientations and periodic briefings; explain lease terms, rights, and responsibilities.
- Process resident applications, eligibility verification, rent calculations, and recertifications in accordance with HUD and HACC standards.
- Monitor tenant compliance with lease agreements; issue notices, pursue lease violations, and coordinate evictions when necessary.
- Respond to resident inquiries via phone, email, or in person; perform home visits as required.

Financial & Budget Management

- Monitor and manage site-based budgets to ensure fiscal health, including budget preparation and variance analysis.
- Ensure accurate rent collection, tenant charges for damages, utility reimbursements, and financial reporting.
- Maintain accurate financial records, including PHAS/PIC reporting, HUD forms (50058), and rent calculations.

Compliance & Reporting

- Ensure all activities comply with HUD regulations, HACC policies, and applicable federal, state, and local laws.
- Maintain complete, organized, and secure participant and resident files, ready for audits or quality control reviews.
- Monitor HUD notices, PIH updates, and program guidance; implement changes as required.

Staff Supervision & Leadership

- Supervise, train, and evaluate site-based staff, including management and maintenance personnel.
- Assign responsibilities, monitor performance, and complete annual performance evaluations.
- Ensure teamwork, clear communication, and adherence to HACC policies, including union agreements.

Community & Stakeholder Engagement

- Maintain cooperative relationships with resident associations; provide technical support and communicate policies.
- Attend workshops, community meetings, and Board of Commissioners meetings as required.

Other Duties

- Perform all other duties as assigned, ensuring alignment with HACC goals and performance standards.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong written and verbal communication skills; ability to collaborate and maintain effective working relationships.
- Knowledge of HUD rules, regulations, ACOP, and public housing program procedures.
- Ability to manage operations, staff, and finances efficiently while meeting deadlines.
- Proficiency with Microsoft Office, Google products, data dashboards, and agency software systems.
- Knowledge of social services and common tenant issues; ability to analyze data and solve problems.
- Ability to adapt to changing priorities, incorporate feedback, and work independently.
- Valid New Jersey driver's license and insurability; access to a vehicle when required.

ROUTINE PERFORMANCE GOALS

- Complete all required inspections and work orders within HUD timelines.
- Maintain operational and financial health of assigned properties, including site-based budget monitoring.
- Ensure tenant compliance, timely recertifications, accurate rent collection, and minimal vacancies.

- Achieve required PHAS/UPCS/NSPIRE performance standards and REAC inspection scores of 70+.
- Complete 100% of annual staff performance evaluations.

MINIMUM QUALIFICATIONS

- High school diploma or GED required, Associate's degree in management, public administration, social work, or related field preferred.
- Minimum five (5) years' experience in property management or housing program administration; equivalent combination of education and experience may be considered.
- Certification requirements (must possess at least one at hire; two within 12 months; all within 18 months):
    - PH Occupancy Certification
    - PH Rent Calculation Certification
    - PH Management Certification
    - UPCS or NSPIRE Inspector Certification
    - Low Income Housing Tax Credit Specialist Certification
- Working knowledge of HUD regulations and HACC policies.
- Valid driver's license required.

SUPERVISORY RESPONSIBILITIES

- Site-based and other assigned staff.

REASONING ABILITY:

- Practical knowledge to understand and follow detailed and complex instructions, define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Regularly sits, stands, walks, reaches, stoops/crouches, handles/grasps, uses office equipment, drives, and moves about properties.
- Must occasionally lift up to 25 pounds or more.
- Works in office and property environments with varying weather, noise, and potential hazards.
- Reasonable accommodations provided as needed for individuals with disabilities.

Newly hired employees must successfully pass a background check. All information received will be kept in strict confidence.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification.
All duties performed on the job may not be listed.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Requires frequent standing, stretching, bending, stooping, squatting, walking, pushing and pulling, and lifting of objects weighing up to 25 pounds or more.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement, contract agreement, or contract. Management has an exclusive right to alter this job description at any time without notice.

I, _____ have read the above job description for my position, I fully understand the contents, and I shall perform these duties to the best of my ability.

Employee Signature _____ Date: _____