Title: Housing Management Representative I  
Job Type: Non-Exempt ☐ Exempt ☐

Division: Housing Management  
Job Grade: 5

Reports to: Senior Housing Management Representative

**Essential Functions**

1. Review, approve, and ensure continued compliance with each property's Management Plan, Affirmative Fair Housing and Marketing Plan (AFHMP), Resident Selection Plan, Income and Rent Restrictions, Set-Asides, Fair Housing Procedures Indenture of Restrictive Covenants, Regulatory Agreements and all program funding guides (i.e. HUD 4350.3 etc.).

2. Ensure Accessible Unit Policy is being administered. Track accessible units and ensure that the property is attempting to fill them with people who need the features.

3. Schedule and conduct management reviews with Owner, Agent, and on-site staff.
   a. Update Development Data Reports at each management review.
   b. Conduct exit interviews to review all findings in need of correction. Follow-up with written correspondence in a timely manner to relevant Owner and Agent personnel of all findings noted during management reviews. Perform follow-up until all items are corrected.
   c. Record pertinent management review information in the Management Review Database.

4. Participate in the Proposed Development application process. Conduct site visits and complete proposed development site visit reports as assigned.

5. In conjunction with appropriate Agency staff, schedule and conduct rent-up meetings with owner, agent, and on-site staff for new properties coming on-line.

6. Review and approve staffing, salaries and rents on the annual budgets per the Internal Operations Manual.

7. Review all applicable legal documents for new developments prior to commitment and for all changes in Management Agent. Provide applicable low/high HOME rents.

8. Participate in one or more Housing Management Workgroups, as assigned.
   a. Participate in trainings and conduct customer trainings as assigned, including the PHFA Housing Services Conference. Represent the Agency at industry events, as requested.

9. Keep informed of all new HUD and LIHTC program requirements by subscribing to pertinent listservs.

10. Handle all property complaints for assigned portfolio or as assigned by Manager of Project Operations.

11. Review PennHOMES annual reports and conduct follow-up as needed.

12. Complete and submit Quarterly Occupancy and Rent-up Reports as necessary.
13. Inform the Senior Housing Management Representative and the Manager of Project Operations on matters pertaining to the operation and management of assigned portfolio on a consistent basis.
14. Complete any special assignments as may be requested by the Senior Housing Management Representative, the Manager of Project Operations, or the Director of Housing Management.
15. Assist in the drafting and updating of Housing Management Division manuals, forms, and documents.

**Job Requirements**

**Education:** College graduate with degree from an accredited academic institution. 3 or more years of relevant work experience in a related field may be substituted.

**Experience:** Minimum of two years of work experience in the management of multifamily housing developments.

**Knowledge/ Skills:**

- Demonstrated ability to plan, organize, and complete work assignments within set deadlines.
- Demonstrated ability to communicate effectively both verbally and in writing, including effectively communicating with internal staff and external customers.
- Demonstrated ability to work well with supervisors, partners and coworkers.
- Thorough knowledge of affordable housing programs, e.g., HUD Section 8, Federal HOME, IRS Section 42 – Low Income Housing Tax Credits.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Maintaining a daily physical presence at the office is required to collaborate with team members.

**Travel**

☐ None  ☐ Light  ☒ Frequent  ☐ Other:

**Working Conditions**

**Physical Demands:**  ☐Lifting/Carrying  ☒Walking  ☒Sitting  ☐Standing  ☐Other