

Job Title: **Property Manager**

**Send all applications to:** [cbailey@salemhousingauthority.org](mailto:cbailey@salemhousingauthority.org)

Department: Property Management / Operations Reports To: Executive Director

Status: Exempt

Location: **Salem, New Jersey**

### **Position Summary**

The Property Manager is responsible for the day-to-day operations, maintenance, and compliance of one or more public housing developments under the Salem Housing Authority. This position ensures properties are safe, clean, financially sustainable, and in full compliance with the U.S. Department of Housing and Urban Development (HUD) regulations, the New Jersey Housing and Mortgage Finance Agency (NJHMFA) guidelines, and all applicable federal, state, and local laws. The Property Manager works closely with residents, staff, vendors, and community stakeholders to promote quality housing and resident satisfaction.

### **Essential Duties & Responsibilities**

- Property Operations & Maintenance
- Oversee daily management of assigned housing developments, including unit inspections, preventive maintenance, and repairs.
- Coordinate with maintenance staff and contractors to ensure timely completion of work orders.
- Maintain curb appeal, safety, and habitability standards at all times.
- Resident Relations & Lease Administration
- Conduct eligibility screenings, annual recertifications, and lease renewals.
- Enforce lease terms and handle lease violations in compliance with legal and HUD requirements.
- Address resident concerns, mediate disputes, and promote positive community relations.

### **Compliance & Reporting**

- Ensure compliance with HUD regulations, NJ state housing laws, and Housing Authority policies.
- Maintain accurate tenant files, occupancy records, and property management documentation.

- Prepare and submit required reports, including occupancy rates, financial performance, and inspection results.

- Coordinate and prepare for HUD REAC inspections, NJ state inspections, and internal audits.

### **Financial Management**

- Monitor rent collections, delinquency rates, and payment plans.

- Review vendor invoices and recommend payment approvals.

- Community & Stakeholder Engagement

- Communicate with social service agencies to connect residents with supportive programs.

- Represent the Housing Authority at community meetings, tenant association events, and public forums as assigned.

### **Qualifications**

- Minimum of 5 years of experience in property management, preferably in public housing or affordable housing programs with associates degree, 1 year experience with a bachelors degree.

- Knowledge of HUD regulations, Low-Income Housing Tax Credit (LIHTC) programs, and NJ landlord-tenant laws.

### **Skills & Competencies**

- Strong leadership, communication, and conflict-resolution skills.

- Proficiency in property management software (e.g., Yardi, HAB, Tenmast, PHA-Web).

- Ability to interpret and apply federal, state, and local housing regulations.

- Organizational skills with attention to detail and deadlines.

### **Licenses & Certifications**

- Certified Occupancy Specialist (COS) or Public Housing Manager (PHM) certification preferred.

- Valid New Jersey driver's license and reliable transportation required.

### **Working Conditions**

- Office and on-site environment with regular inspections of housing units and grounds.

- Occasional evening or weekend hours for emergencies, meetings, or special events.

- Ability to lift up to 25 lbs. and navigate stairs and uneven terrain.

### **Compensation & Benefits**

- Compensation package will be based on experience and qualifications

- Comprehensive benefits package including health, dental, vision, retirement plan, paid time off, and professional development opportunities.

### **Equal Opportunity Statement**

The Salem Housing Authority is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and residents. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability, or veteran status.