

Position Announcement

Property Manager

Douglas County Housing and Redevelopment Authority

Organizational Overview

The Douglas County Housing and Redevelopment Authority (Douglas County HRA) provides affordable housing services to both Douglas and Pope Counties in West Central Minnesota. The organization owns 28 public housing units throughout Douglas County, 6 apartment buildings (total of 55 units), and 6 duplexes. Douglas County HRA's mission is to "provide safe, comfortable, and affordable housing; economic opportunity; and a suitable living environment free from discrimination".

Property Manager Job Overview:

The property manager will be required to work onsite at the Douglas County HRA office and report directly to the Executive Director. Responsibilities include the direct management and oversight of assigned residential rental properties. The properties can include fair market rental units and rental assistance project-based units. Local and regional travel will be required at times.

- Maintains property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises.
- Establishes rental rates.
- Contracts with tenants by negotiating leases and collecting security deposits.
- Accomplishes financial objectives by collecting rents, forecasting requirements, and assisting the financial officer in preparing an annual budget.
- Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and planning renovations, contracting with landscaping and snow removal services.
- Maintains building systems by scheduling maintenance services and approving repair with HRA Maintenance staff.
- Enforces lease requirements and occupancy policies and procedures in accordance with applicable laws and ordinances.
- Attendance to training events either in person or virtually.

Compensation:

Work hours are Monday through Thursday 8:00 to 4:30 and Fridays 8:00 to 4:00 onsite at the Douglas County HRA office. The salary range for this position is \$41,600.00 to \$52,000.00, in keeping with consideration of experience and qualifications. In addition, the Douglas County HRA offers a competitive comprehensive benefit package that consists of health insurance, retirement plan, health savings account, sick leave and vacation package.

Property Manager Qualifications / Skills:

- High level of organization and attention to detail
- Motivation and marketing skills
- Professionalism with clear communication skills

Education, Experience, and Licensing Requirements:

- Driver's license (required)
- Solid knowledge of office software such as Microsoft Outlook, Excel, and Word

Additional skills a plus, not required:

- 3-5 years' experience in property management
- 1-3 years' public housing, or similar subsidized, housing experience
- Familiarity with applicable local, state, and federal housing laws and regulations
- Knowledge of software such as DocuSign

To Apply:

Douglas County HRA is committed to social, racial, gender, and economic justice and strongly encourages women, veterans, persons with disabilities, and individuals who identify as BIPOC or LGBTQ to apply. The position will be open until it is filled. Interested candidates to send an electronic letter of introduction and résumé to emajeane.ford@douglascountyhra.org, or a hard copy to the Douglas County HRA, Attn: Emajeane Hanson-Ford, Box 965, Alexandria, MN 56308.