



JOB ANNOUNCEMENT

San Antonio del Desierto Property Manager

We are currently seeking a Property Manager to join our team! The mission of Pueblo Unido CDC's San Antonio del Desierto Mobile Home Park is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination for low-income, very low-income families, persons with disabilities, or the elderly.

The person in this position will manage site operations at San Antonio del Desierto Mobile Home Park ("Park") located in the unincorporated city of Mecca. Responsible for all activities at the Park and to ensure are operated in an efficient, cost effective manner while providing a high quality, well maintained Park for residents. May perform work in various locations as needed and assigned. Evening, on call and weekend work may occasionally be required.

Skills/Behaviors

Ability to establish strong interpersonal relationships with clients, tenants, team members, and vendors

Strong oral and writing communication skills in English and Spanish are required

Strong organizational skills, ability to prioritize work and attention to detail

Computer skills requires include proficiency in Word, Excel and/or accounting software

Ability to interpret lease language

Strong customer service skills

Ability to handle multiple tasks while meeting strict deadlines

Ability to adapt and respond to changing work situations and environments

Self-discipline, professionalism and commitment

Duties and Responsibilities

Duties include but are not limited to: collecting rents and other charges; follow-up on delinquent accounts; arranging day-to-day maintenance of property; resident relations; and establishment of liaisons with agencies or organizations. Work requires the exercise of mature, independent judgment, and tact in dealing with all types of people in stressful situations. Thorough knowledge of state Mobilehome Park Resident Ownership Program (MPROP) and pertinent policies and regulations, as well as local, state and federal laws regarding evictions and the Mobile Home Residency Law (MRL).

- Under the general supervision of the Executive Director, perform or provide oversight to a wide variety of supervisory and technical tasks related to the management of the Park.
- Work in a highly collaborative, team environment with office staff, maintenance staff, and contractors/vendors.



- Conduct annual income verifications/ re-certifications; maintain tenant files; collect all pertinent and required documentation.
- Assist in the drafting and updating of leasing materials, like agreements, addendums, and disclosures in English and Spanish languages.
- Process new move-ins and move-outs.
- Responsible for managing and communicating space transfers.
- Upon admission, conduct lease orientation to clearly explain all the provisions of the lease, policies, explain utility/maintenance charges, obtain signature, and keep electronic and hard file copies.
- Communicate maintenance needs for all building, vacant spaces, and grounds and log and maintain work orders.
- Conduct annual and special inspections as needed or required.
- Investigate and respond to requests or concerns from residents in a timely and efficient manner.
- Maintain and submit required reports in a timely manner in compliance with local, state and federal requirements.
- Monitor conduct of residents to ensure compliance with rules, regulations, and lease; maintain written records, and report occupancy violations, disturbances and other infractions.
- Regularly check grounds and common areas to ensure there are no safety hazards.
- Enforce and process lease violations in accordance with MRL and MPROP Program Regulations.
- Responsible for coordinating evictions with legal counsel in accordance with the Park's grievance policy and MRL.
- Work with Community Outreach Coordinator and participate in community meetings, special events and activities as necessary; and work with other staff members for the completion and execution of tasks and projects related to the Park.
- Answer questions and assist residents and potential residents with information on programs or services available to them and/or refer to the appropriate resource agency and maintain ongoing communication with residents.
- Responsible for the preparation and coordination of rental invoicing, rent collection, issuing late fees and other charges, making deposits, recording monies collected and expenses, and preparing monthly expense reports/budgets.
- Assist in the preparation of annual and project-related budgets.
- Responsible for drafting and issuing rental and utility/maintenance fee increases.
- Assist in other accounting/bookkeeping tasks related to Park.
- Responsible for the preparation of tenant notices and letters.
- Distribute notices such as newsletters, flyers, pamphlets, park notices and general tenant related correspondence.
- Participate in training seminars or conferences.



- Make certain that all outside contractors or sub-contractors provide certificates of proof of liability insurance and workers compensation insurance before any work is started on the property; and ensure that payment information is collected and recorded.
- Prepare payment requests for invoices and account for funds.
- Purchase approved supplies and arrange for approved outside services, such as trash collection, utility service, mail service, equipment rentals, exterminators, etc., as required.

Education and Experience

Bachelor's degree in Business, Social Services, or related fields or equivalent combination of education and minimum of two (2) years of experience in housing management. Proven experience in the field of low and moderate-income housing management, thorough knowledge of housing management practices, principles, philosophies, and policies. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.

Independent decision-making skills and experience handling and resolving problems using skills gained through social work, community organization work or similar types of experience is required. Ability to maintain effective relationships and analyze situations to identify problems, offer solutions and communicate with different people in a wide variety of situations. The successful candidate should be mission-driven, able to maintain the strong values of PUCDC and to seek creative solutions in a positive, team-oriented and judgment free environment.

Work Conditions

The Property Manager position includes and requires significant time sitting at a desk, using a computer, standing at a table, and using office and light duty equipment. The Property Manager must be able to stand up for four hours at a time, every day of the week. The Property Manager must be able to lift a minimum of a 30-pound bag or box and carry the weight a minimum of 100 feet, up to four times per day. The Property Manager position will require working outdoors at the premises, meetings, or other community settings, which may include work in inclement weather or high heat. The Property Manager position also includes and requires indoor work outside the office in meetings, workshops, events, or other community and professional settings. This position requires automobile travel between the office and the Park up to 2 - 3 days per week. The position requires occasional travel to conferences, workshops, and other meetings outside the office, both during the day and the evening, and occasionally overnight. Travel may be outside the normal work day, overnight, and as long as one week.

Special Requirements

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of PUCDC corporate liability policy will be required when traveling for business purposes.



Supervision

The Property Manager will report to and be supervised by PUCDC's Executive Director.

Compensation and Benefits

This full-time non-exempt position is classified as non-management. Pay commensurate with experience and skills.

PUCDC offers a competitive benefits package including health, vision and dental insurance; participation in a tax-deferred saving plan funded by employer and employee contribution; paid vacation and 15 paid holiday days a year. Employees are employees at-will and new employees are considered in training for their first three to six months of employment.

Equal Employment Opportunity

In accordance with applicable federal, state, and local laws, PUCDC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, ancestry, immigration status, status as a covered veteran, or medical condition. PUCDC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

PUCDC expressly prohibits any form of employment harassment based upon race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, ancestry, immigration status, status as a covered veteran, or medical condition. Improper interference with the ability of PUCDC's employees to perform their expected job duties is absolutely not tolerated.

Disclaimer

PUCDC retains the right to modify compensation, benefits, minimum qualifications, desired skills, and job duties for this position at any time.

Successful candidate must provide documentation of identity and eligibility for employment, as required by the immigration reform and control act (IRCA) of 1986.

Employee Acknowledgement

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modification



and addition as deemed necessary by PUCDC. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by PUCDC's officials. This job description does not constitute an employment contract between the company and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation.

I have read the above job description, understand its contents and have had an opportunity to discuss with my supervisor or the hiring manager. By signing below, I agree I understand what is expected of me and can comply with all requirements of this position.

Employee Signature

Date

General Information

To learn more about PUCDC, visit our website at www.pucdc.org.

Application Deadline:

Position will remain open until filled.

How to Apply:

Applicants must provide a cover letter, resume, and at least two professional references. Applications will be accepted via electronic mail only. No fax or in-person applications will be accepted. Incomplete submissions will not be considered.

Send Application Materials to:

Sergio Carranza, Executive Director
Pueblo Unido CDC
78150 Calle Tampico, Suite 214
La Quinta, CA 92253
scarranza@pucdc.org
cc: bberriozabal@pucdc.org