

Property Manager - Public Housing

Durham, NC 27701

Overview

Salary Range

\$57,500.00 - \$78,000.00 Salary/year

Position Type

Full Time

Education Level

2 Year Degree

Description

Join a team committed to creating thriving, well-managed communities where residents feel supported, safe, and proud to call home. As a Property Manager, you'll play a key role in shaping the resident experience by ensuring our properties are operating efficiently, maintaining high occupancy, and delivering exceptional service every day.

In this dynamic role, you'll lead the day-to-day operations of your assigned community—from coordinating leasing activities and managing resident relations to overseeing property upkeep and guiding a dedicated team. Your ability to balance operational excellence with compassionate, community-focused service will directly impact the quality of life for our residents.

No two days are the same. You'll collaborate with staff, residents, vendors, and leadership to solve challenges, enforce policies, and maintain compliance with housing regulations—all while fostering a positive and welcoming environment.

This is an opportunity to make a meaningful difference in your community while growing your leadership skills in a supportive, mission-driven organization. If you're a proactive leader who thrives in a fast-paced environment and is passionate about community impact, we invite you to bring your expertise to a team that values your contributions and invests in your success.

Key Responsibilities

- Manage assigned residential properties to ensure efficient operation and compliance with HUD and housing authority standards
- Oversee leasing activities, including coordinating move-ins, move-outs, and resident transfers
- Maintain occupancy levels and address vacancies in a timely manner
- Supervise staff, including hiring recommendations, training, assigning tasks, and monitoring performance
- Conduct inspections (move-in, move-out, housekeeping, and grounds) to ensure adherence to established standards
- Administer rent collection processes, including adjustments, late fees, and account postings

- Counsel residents on lease compliance and delinquent payments; manage eviction processes and court documentation
- Enforce lease agreements, property policies, and housing regulations
- Maintain tenant relations by addressing concerns professionally and promoting positive community engagement
- Coordinate procurement activities, including vendor communication, purchase requests, and invoice approvals
- Maintain accurate files, records, and reports; perform quality assurance checks on resident files and documentation
- Ensure compliance with federal, state, and local housing regulations and safety standards

Qualifications

Required Education

- High School Diploma or GED

Preferred Education

- Associate's Degree in Property Management, Business Administration, Public Administration, or a related field

Required Experience

- Considerable experience in:
 - Property management
 - Government or public housing operations
 - Building codes and safety regulations

Preferred Experience

- Experience working within:
 - HUD-regulated housing programs
 - Public housing authorities or similar organizations
 - Rent administration, leasing operations, and tenant relations
- Prior supervisory or team leadership experience

Core Skills & Abilities

- Strong knowledge of HUD regulations, Fair Housing laws, and public housing policies
- Knowledge of local, state, and federal housing laws, building codes, and safety standards
- Ability to manage property operations, staff, and tenant relationships effectively
- Strong leadership and team development skills
- Excellent problem-solving and decision-making abilities
- Ability to interpret and enforce policies, procedures, and regulatory requirements
- Strong financial and administrative skills, including rent collection and recordkeeping
- Effective communication skills (verbal and written)

- Ability to work with diverse populations and build professional relationships
- Proficiency in Microsoft Office and property management systems
- Ability to prioritize tasks and manage multiple responsibilities efficiently
- Strong customer service and conflict resolution skills

View full job description at:

<https://www.paycomonline.net/v4/ats/web.php/portal/DFB2DC6420F52B0EAA4CB55F7AEF06AF/jobs/96915>