



Job Description

Title: CPMC Assistant Manager
Department: Property Management
Reports to: Director of Property Management
FLSA Status: Full-time, Non-Exempt
Salary: \$45,000-\$58,000- DOE

About Community Housing Development Corporation

Here at CPMC we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. CPMC is committed to building a staff that is rich with cultural, social, and experiential diversity.

POSITION SUMMARY

Under the general supervision of the Director of Property Management, the CPMC Assistant Manager will work to establish management operating and assists in the day-to-day operations of the community property assigned. She/he/they will be responsible for overseeing and supervising the facilities equipment and/or property grounds in housing projects designed to provide housing for low-income families, seniors, and special users.

RESPONSIBILITIES:

- Orders supplies, records cost and submits reports of same, and determines the need for maintenance, repairs, and furnishings. Makes recommendations for physical replacements and/or improvements.
- Promotes harmonious relations among tenants, housing personnel, and persons of the community.
- Assigns units. Supervises resident move-in/out procedures, maintain waiting list, and makes unit inspections.
- Assists in the preparation of the annual site budget and maintains compliance within the budget during the fiscal year.
- Collects and deposits monthly rents. Processes invoices for payment. Prepares and submits time sheet for staff.
- Exercises common sense, good judgment, consistency, and self-control in day-to-day contact with residents and in other business-related matters.
- Compiles, maintains, and reports accurate written records of residents. Prepares project reports and recertifies the residents; obtains appropriate documentation and completes certifications; ensures that recertification's are done accurately and on time.
- Process applications, collects rents and accounts for monies collected.
- Demonstrates company loyalty and integrity in all financial matters, in reports to supervisors and other management personnel, in relationships with residents and co-workers.
- Refers applicants to alternative housing if all available units are occupied or if accommodation requirements are inadequate.
- Makes daily visual inspections of the building and grounds.



- Handles hazardous conditions and emergencies that may arise on site-or assigns other persons to be available in this event-and reports them to the Property Supervisor or main office promptly.
- Ensures consistent application of project rules and regulations. Documents and reports all violations in timely manner.
- Answers telephone and handles office interactions in a friendly, courteous, and sincere manner. Sorts and distributes office mail as needed.
- Assists Director of Property Management with special projects and administrative tasks such as time sheet and payroll collection and distribution.
- Perform additional duties as assigned.

QUALIFICATIONS:

- Bachelor's degree (B.A) from four-year college or university preferred; or one to two years related experience.
- General understanding of Maintenance upkeeping i.e., plumbing, electrical and landscaping.
- Must contain a valid California Driver's License and auto insurance
- Proficiency in Microsoft Office Suite
- Strong customer service skills with a focus on developing and cultivating relationships with new and existing tenants
- Excellent communication skills both written and verbal communications
- Positive, can-do attitude with a dedication to excellence and achieving goals.
- Can work effectively solo and as a member of various teams and committees.
- Flexible schedule with the ability to work evenings and weekends, as needed
- A background clearance is required
- Proof of full vaccination is required from Covid-19

PHYSICAL REQUIREMENTS:

- Must be able to remain stationary for extended periods of time.
- Must be able to move throughout the office, access files, meet with residents, and climb flights of stairs if needed.
- Requires the mental acuity to perform the essential functions as outlined in an accurate and timely fashion.

How to apply:

Please send application to Rhuntley@communityhdc.org

Benefits:

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving The Bay Area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.