



## **Job Announcement**

**Seattle Chinatown International District Preservation and Development Authority** (SCIDpda) works to promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood through its programs and services.

Currently there is an opening for a **Senior Property Manager**. This position reports to the Deputy Director and is part of the Senior Management Team. The Senior Property Manager is responsible for overseeing the management of affordable housing and commercial spaces; analyzing and addressing existing and emergent issues; and staff development.

**General Nature & Scope:** The Senior Property Manager has broad responsibility for daily operations within the Property Management Department. This hands-on position is responsible for developing, implementing and managing policies, programs and strategic initiatives including organizational infrastructure, staff management and facilities oversight. The Senior Property Manager participates in the analysis and maintenance of the SCIDpda's assets. This position works very closely with residents, tenants, vendors, as well as Property Management and other organizational staff.

**Essential Duties** include the following:

### **Management**

- Manage day-to day activities, including the review, approval and signing of leases and compliance certifications; and enforcing lease terms and regulations.
- Hire, train and supervise staff; support and guide staff to ensure effective building operations. Promote leadership development opportunities at all levels of the organization.
- Develop, implement and monitor systems, protocols, policies and procedures to improve management of buildings, projects and service delivery.
- Participate as a member of the SCIDpda management team, providing input and assistance with implementation of organizational positions and policies. Promote SCIDpda's mission and work collaboratively with SCIDpda staff to carry out strategic goals

### **Fiscal and Regulatory Management and Reporting**

- Oversee the physical and economic health, leasing and compliance of properties in the portfolio.
- Ensure that properties are in compliance with funding and regulatory agreements. Communicate with and resolve any issues with regulatory authorities, owners, and funders. Prepare management reports.
- Monitor financial operations. Develop budgets for all properties and for the Property Management Department. Recommend and implement measures to improve performance of the organization.

**Supervisory Responsibilities:** Direct reports are Building Managers, Commercial Property Manager, Property Assistant and Compliance Specialist; work with maintenance staff.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills, and Abilities**

- Strong administrative and interpersonal skills; good organization skills.
- Ability to communicate effectively in a variety of situations; ability to write reports and correspondence well; excellent listening skills and patience required.
- Knowledge of regulations, practices and reporting requirements related to property management and affordable housing management.
- Financial planning and analysis.
- Ability to collaborate with and facilitate conversation with diverse, sometimes contentious individuals.

- Ability to prioritize, multi-task, and work independently.
- Advanced computer skills in standard business software; Yardi proficiency desirable.

**Education & Experience: Any combination of experience and training that would likely provide the required knowledge, skills and abilities will be considered.**

- Knowledge of operations management, at a level normally acquired through completion of a Bachelor's Degree.
- Five to seven years of progressively responsible management experience with responsibility for supervising line staff and daily operations required.
- Experience in community development, property management, or social services preferred.

**Licenses or Certificates:**

- Low Income Housing Tax Credit and HUD Section 8 Occupancy Certifications within 6 months of hire required.

**Physical Demands / Working Conditions: The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

- Work is performed in an office environment with a low noise volume. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
- Regular contact with people.
- Position may require occasional travel.

*This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.*

To apply send resume and cover letter to: SCIDpda, Attention: Human Resources, P.O. Box 3302, Seattle, WA 98114; via fax: 206-467-6376; or email: [HR@scidpda.org](mailto:HR@scidpda.org)