



BURBANK HOUSING MANAGEMENT CORPORATION

790 Sonoma Avenue • Santa Rosa, CA 95404 • bhmc@burbankhousing.org
(707) 526-9733 • Fax (707) 526-2562

JOB ANNOUNCEMENT

**Bi-Lingual Property Manager ~ Affordable Housing
Sonoma Valley Apartments~ Springs Village Apartments
Sonoma, California (Sonoma County)**

OPEN RECRUITMENT

Burbank Housing is currently seeking an experienced Spanish/English Bi-Lingual Assistant Manager for an 80-Unit Family Tax Credit community who will also oversee and act as Resident Manager for a neighboring 16-Unit Family/Farm Labor community located in Sonoma, California. This position will support the full-time, on-site manager of the Springs Village community and provide on-site management of the smaller, 16-unit property. A separate adjoining office is maintained, and this position participates in all aspects of administration and oversight of the properties. This is a full time (40 hours per week) position with complete benefit package. It is anticipated that the position will devote 10 hours per week to the management of Sonoma Valley and 30 hours per week supporting the management of Springs Village and/or assisting at other properties. **NOTE: The resident manager will be provided rent-free occupancy of a two-bedroom unit in the Sonoma Valley community. A minimum of 2 years experience in residential property management is required. The starting wage ranges from \$11.00 to \$14.00 per hour depending upon the experience of the candidate. **The regulatory agreement for these properties requires the property manager to be fluently Spanish/English bi-lingual. Non bi-lingual applicants will not be interviewed. Competency will be verified.****

Applications are being accepted now. To apply, submit your letter of interest and an updated resume to Burbank Housing Human Resources. The recruitment will remain open the position is filled. Applications will be accepted from current employees and the general public.

- * Email: **HR@BURBANKHOUSING.ORG**
- * Fax: **(707) 636-0394**
- * U.S. Mail: **HUMAN RESOURCES, 790 SONOMA AVENUE, SANTA ROSA, CA 95404**

No telephone calls or walk-ins please; no spontaneous interviews will be granted. Please see our website at WWW.BURBANKHOUSING.ORG for more information about Burbank Housing and its communities.

A minimum of 2 years experience in residential property management is required. The Manager/Assistant maintains a business office and is responsible for oversight of the daily operations of Sonoma Valley and Springs Village Apartments. The Assistant Manager will train and develop competency in managing Springs Village Apartments during periods when the Resident Manager is absent. Responsibilities include but are not limited to reviewing applications for potential tenants, interviewing prospective tenants and preparing compliance-related and detailed documentation, renting apartments, collecting rents and deposits, investigating and resolving tenant complaints and issues, preparing deadline-driven reports, monitoring the condition of the property and overseeing the use of the community and/or multi-purpose room and all common areas.



Examples of the Property Management responsibilities may include:

- Distributing and collecting apartment applications, verifying applications and showing available units;
- Completing rental agreements, accepting deposits and rents, answering telephone and in-person inquiries and making appointments to show vacancies;
- Conducting interviews with prospective applicants to determine eligibility
- Executing receipts of payments, serving late notices and collecting late rents and fees;
- Serving tenant warning notices, 3-Day notices, 10-Day notices and 30-Day notices;
- Maintaining rent collection records, compiling rent changes and increase notices;
- Enforcement of rules, accepting repair requests and providing access for maintenance workers, etc.

Education and/or Experience: The successful candidate will have at least 2 years experience working in a professional office environment. Experience in subsidized affordable housing is required. College level property management course work is valuable and preferred. The candidate must have a strong understanding of residential and janitorial maintenance needs and demonstrate strong problem-solving skills and an ability to independently address issues similar to those set out above.

General Job Knowledge and Professional Skills:

- * Commitment & enthusiasm towards achieving Burbank Housing's mission to provide quality affordable housing to low-income individuals of all ages and backgrounds.
- * Ability to work cooperatively and effectively with a diverse group of people.
- * Strong oral and written communication skills.
- * Basic computer skills and ability to communicate through email.
- * Strong time management skills and ability to multi-task

Language Skills:

- * Ability to read and interpret rental agreements, government regulations and budgets.
- * Ability to write effective and professional business correspondence.
- * Ability to effectively communicate information and respond to questions from groups and individuals.
- * **Fluency in the Spanish language is required for this position.**