

# **HIRING NOW**

## **PROPERTY MANAGER**

The Fergus Falls Housing and Redevelopment Authority (HRA) is currently seeking qualified applicants for the position of Property Manager. Starting salary range is \$19.00/hour - \$23.50/hour depending on qualifications and experience. In addition, the HRA offers an excellent benefit package including health, dental, and life insurance, plus a generous retirement contribution.

**Position Summary:** The Property Manager is responsible for overseeing, managing, and enforcing rules and program regulations for multi-family properties in the cities of Fergus Falls and Perham. The Property Manager performs administrative and organizational duties such as determining eligibility and calculating rent for various federally subsidized housing programs, maintaining waiting lists, communicating with residents, performing leasing activities, organizing tenant files, and performing unit inspections.

### **MINIMUM QUALIFICATIONS**

- Minimum High School Diploma or equivalent.
- Must have a valid class D Minnesota driver's license.
- Two years of experience in an office setting, housing field, or social services programs, proficiency with Microsoft Office applications Licenses/Certifications

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrate excellent communication skills in dealing with individuals and groups – both oral and written form
- Ability to prepare detailed, well-constructed, written notices (letters, memorandums, etc.)
- Ability to work independently to evaluate situations, determine appropriate course of action, and proceed with minimal supervision
- Excellent organizational and administrative skills
- Ability to negotiate, interview, and mediate situations
- Ability to collect, analyze, check data, and perform basic mathematical calculations

- Thorough knowledge of laws and regulations related to HRA owned housing projects
- Proficiency with a computer, basic software (word processing, Excel), and ability to learn housing specific software
- Ability to act in a sensitive and equitable manner when dealing with resident and participant complaints and conflict situations
- Ability to work in a team environment and be an effective team member to benefit the HRA
- Must be able to follow directions, provide excellent customer service, display respect and professionalism at all times.

### **PHYSICAL REQUIREMENTS**

- Must occasionally lift and/or move up to 25 pounds or perform frequent exertion of up to 25 pounds of force.
- Position involves listening, speaking clearly, and visual acuity.
- Physical demands require frequently walking, using hands to handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**To receive an application, contact the Fergus Falls HRA at 1151 Friberg Ave. Fergus Falls, MN 56537, 218-739-3249 or email [ffhra@fergusfallshra.com](mailto:ffhra@fergusfallshra.com).**

**Complete applications/resumes must be received by 4:30 p.m. Friday September 5th, 2024.**

**Fergus Falls HRA in An Equal Opportunity/Affirmative Action Employer.**



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