



Community Development Corporation

1488 NE Alberta St. Portland, OR, 97211
www.sabincdc.us • (503) 287-3496

Primary Work Site: 1488 NE Alberta St. Portland, Oregon 97211

Job Type: salary \$36,000-\$40,000 (based on education and experience - Monday through Thursday office hours, plus emergency phone

Benefits: Health Insurance and generous Paid Release Plan

Organization: Sabin CDC

Primary Supervisor: Mary Schoen-Clark

Phone: 971-282-3302

Email: mary@sabincdc.us

ORGANIZATIONAL DISCRIPTION:

SABIN COMMUNITY DEVELOPMENT CORPORATION is a nonprofit organization that was founded in 1992 for the expressed purpose of maintaining and developing affordable housing in the Sabin neighborhood. Since then, SCDC has expanded its service area to include the King, Vernon, Boise, and Concordia neighborhoods and its programs to include technology education and outreach, after school programs, and participation in community-wide leadership. The heart of Sabin, though, has been the development and management of its affordable housing portfolio. SCDC has a rental portfolio of 126 affordable units located throughout its service area. These units are primarily in small buildings and complexes that blend in with the rest of the neighborhood housing. Sabin CDC prides itself in being a sustaining partner in the revitalization of the neighborhoods of Inner North/Northeast Portland and to providing opportunity for our residents to do the same.

THE POSITON

Title: Property Manager

The Property Manager (PM) is responsible for the daily operations of 118 units properties in NE Portland, OR. The PM must also ensure that the properties are compliant with local, state and federal regulations including Landlord/Tenant and Fair Housing laws. This individual will work independently and with teammates to manage and resolve all property-level management issues.

Job Duties:

Primary Responsibilities

- Manage tenant relationships to ensure tenant retention and a high level of service including timely and complete resolution of tenant concerns, property repairs, neighbor disagreements, lease renewals etc.
- Showing/renting apartments to potential tenants (on weekends when necessary)
- Maintain regular office hours
- Answer phone calls and emails promptly
- Verify the Collection of rent and process 72 hour notices, Communicate fees to Finance.

- Work with Housing Peer Support to prevent eviction if possible. If eviction is required work with team to process through Sabin's eviction attorney
- Coordinate apartment turns, repairs and updates with maintenance staff, vendors and volunteers
- Perform move-out inspections of recently vacated units and help complete final accounting
- Perform weekly property inspections to maintain curb appeal and to assess any maintenance issues
- Perform safety inspections of all units twice a year including contracting for fire extinguisher checks
- Distribute tenant communications via email and door postings
- Track current and upcoming vacancies
- Promptly report property liability claims, employee worker's compensation claims, and property loss claims

QUALIFICATION

- Associate or Bachelor's degree preferred; or an equivalent combination of education and experience.
- Knowledge of HUD's rules and regulations and Tenant Landlord Experience preferred but not required
- Proficient with Microsoft Outlook, Word, Excel, and PowerPoint, internet research, databases, mail merge, office equipment, voice mail systems, social media platforms, etc.
- Experience working with multiple staff members, managing multiple tasks and competing priorities, and dealing with the general public
- Strong and accurate attention to detail
- Strong interpersonal, written and verbal communication skills
- Ability to work both independently, as a team member, and take direction when given
- Available to work occasional evenings and weekends
- Ability to work with diverse population
- Ability to pass background check

GENERAL BEHAVIOR STATEMENTS

Sabin CDC has the following expectations of all employees in the areas of problem solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality and orderliness:

- All Sabin CDC Employees, volunteers and interns are expected to:
- Identify problems in a timely and efficient manner and offer practical solutions to problems whenever possible
- Consider the effects of decisions made prior to making decision
- Offer suggestions in ways to increase efficiency and productivity
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely, schedule work effectively
- Share information in a courteous manner with other employees to ensure a knowledgeable, efficient, cohesive team.
- Provide information to visitors in a courteous and friendly manner
- Offer help to coworkers when own workload permits
- Arrive for work as scheduled to not disrupt, delay or cause additional work for coworkers
- Give proper notification to supervisor of scheduled absences
- keep work area appropriately presentable to the public
- Return shared equipment/supplies to proper storage area after use or at end of day in ready to use condition.
- Report any concerns to a supervisor in a timely fashion
- Treat coworkers with respect and consideration

OTHER:

- Licenses: A current Oregon Driver's License is preferred.
- To drive SABIN CDC vehicles a license and a good driving record is necessary, **as well as** proof of automobile liability insurance required by Oregon
- Reliable method of getting to work is required.
- Must be free from illegal drugs, may be subject to suspicion testing.
- Must be able to pass the Criminal Background Check.
- Able to drive/travel long distances.
- Ability to sit at meetings for as long as four hours at a time.
- May have periodic evening and/or weekend activities.
- Physical Requirement
- Exerting up to 20 pounds of force occasionally to lift, carry, pull, or otherwise move object
- Hearing and visual ability to observe and detect signs of emergency situation or required repairs
- Must be able to sit, stand, reach, bend and stoop for extended periods of time
- Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow or slippery surface
- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner
- This job description is not an all-inclusive list of functions and tasks. Over the length of employment these functions and tasks may change.

ASPIRATIONS: the following is a list of aspirations that apply to all SABIN CDC positions

Teamwork - *We join our individual strengths together creating teams and circles of cooperation to promote innovative thinking and bring opportunity to our community.*

Partnerships - *We create collaborative community partnerships to best leverage all resources available for the benefit of the community.*

Diversity - *We welcome and accept differences, and honor our co-workers and clients by treating each person with equality, dignity, and respect.*

Confidentiality & Ethics - *We maintain a high standard of ethics and integrity to respect the confidentiality of clients and staff.*

Physical Safety - *We respond promptly to address health and safety needs or concerns for clients and staff.*

Communications - *We encourage timely, open-minded, respectful, and direct communication to alleviate controversies and foster a safe, productive workplace.*

Health & Sustainability - *Recognizing the importance of physical, emotional, and environmental health, we seek to inspire and model healthy, sustainable living.*

Public Relations - *We recognize that each of us represents the entire agency in our public interactions and strive to act in a consistently professional and unbiased manner.*

Professional Growth - *We provide an environment supportive to personal and professional growth, cross training, and advancement.*

SIGNATURES & DATES The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

NOTE: The specific statements reflected in each section of this position description are not intended to be all-inclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position.

<i>Employee</i>	<i>Date</i>	<i>Immediate Supervisor</i>	<i>Date</i>
<i>Human Resources</i>	<i>Date</i>	<i>Executive Director</i>	<i>Date</i>

Effective date: _____

Sabin CDC is an equal opportunity employer.