



Picayune Rancheria
of
CHUKCHANSI INDIANS
49260 Chapel Hill, PO Box 2226 * Oakhurst, CA 93644 * (559) 412-5590

POSITION DESCRIPTION – PROPERTY MANAGER (GV)

Reports To: Tribal Administrator/Housing Director

Department: Administration/Housing

Status: Non-Exempt

Salary Range: DOE

POSITION SUMMARY: The Property Manager will manage site operations at the Grandmother's Village. The position will be responsible for all activities to ensure that GV operates in an efficient, cost effective manner while providing high quality, well maintained housing to the tenants. The position will reside and perform work at the GV as needed and assigned. Will be on-call in the evening and weekends as necessary. Required to reside on the GV property.

JOB DUTIES:

- Day to day maintenance of property as necessary;
- Collect rents and/or other charges;
- Maintain professional presence at the GV and strengthen resident relations;
- Process new move-ins/move-outs and inspections with Housing Department staff;
- Responsible for managing and communicating unit transfers; answer tenant re-certification questions as needed to assist tenants;
- Communicate maintenance needs for all buildings, units, and grounds and create work orders for approval;
- Conduct annual and special unit inspections;
- Investigate and respond to requests and/or concerns from residents in a timely and efficient manner;
- Maintain and submit required reports in a timely manner in compliance with tribal and federal requirements;
- Monitor conduct of residents to ensure compliance with rules, regulations, and lease; maintain written records, and reports occupancy violations, disturbances, and other infractions to Housing Director;
- Regularly check grounds and common areas to ensure there are no safety hazards;
- Enforce and process lease violations in accordance with tenant leases, Housing Department policy, and tribal/county law;
- Develops written reports on behalf of the Tribe for submittal to Federal, State and other agencies, as required by Federal or State legislation, contracts, and grants.
- Participates in planning meetings and conferences as directed by immediate supervisor;
- Create and maintain budget management spreadsheets for all projects/units;
- Assists in resolving community member issues;
- Oversees the work of consultants and interns as required;
- Distribute notices such as Late notices, Demand for Rent and Eviction notices;



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- Other duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITY REQUIREMENTS:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the tenants;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind
- Working knowledge of Federal laws relating to the Department of Housing and Urban Development, Public Law 93-638 and other related federal and tribal housing policy regulations.
- Must have a valid driver's license with the ability to meet PRCI insurance standards in order to drive tribal vehicles.
- Ability to understand and carry out written and oral instructions.
- Ability to communicate effectively in the English language, both orally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to respond to and remain calm in emergency or crisis situations.

PREFERRED KNOWLEDGE:

- Knowledge of the principles and practices of Housing and/or property management;
- Proven experience in the field of low and moderate income housing management; thorough knowledge of housing management practices, principles, philosophies, and policies;
- Knowledge of effective writing techniques;
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Business, Social Services, and/or related field of study or equivalent and a minimum of five (5) years of experience in housing management or **an equivalent combination of education and experience to meet the required knowledge, skills, and abilities;**
- Work experience with planning and construction management is a must;
- Knowledge of the Department of Housing & Urban Development (HUD) and the intergovernmental relationship with American Indian/Alaska Native Tribes;
- Independent decision making skills and experience handling and resolving problems using skills gained through social work, community organization work or similar types of experience required;
- Ability to maintain effective relationships and analyze situations to identify problems, offer solutions and communicate with different people in a wide variety of situations;



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- Demonstrated knowledge of the NAHASDA and/or Public/Indian Housing Admissions requirements or ability to learn and comprehend standards to tenants and guidelines of property management;
- Familiarity with applicable local, tribal, and federal laws and NAHASDA requirements;
- Excellent computer skills required;
- Valid Driver's License with ability to meet the PRCI's liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check;
- Must be able to comply with the PRCI Drug Free Workplace policies;
- Ability to pass a drug test.

PHYSICAL DEMANDS:

- Stand and walk for up to 8 hours per day.
- Talk, hear, stoop, bend, kneel, climb, handle objects with hands, and carry equipment and supplies.
- Position may require lifting up to 50 lbs.

WORK ENVIRONMENT

- Work is performed in indoor and outdoor environments.
- Exposure to natural weather conditions may occur while performing outdoor duties.
- Evening and/or weekend work may be required.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

APPLICATION:

To apply, please submit cover letter and resume to the Human Resources Department via email: daguayo@chukchansi-nsn.gov

TRIBAL MEMBER PREFERENCE. IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE CANDIDATES.

(Approval Signature)

(Date)

(Employee Signature)

(Date)