



St. Vincent de Paul
SOCIETY OF LANE COUNTY

Assistant Portfolio Manager

Eugene, OR

Pay \$19.00-\$20.00 per hour

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

Schedule

8 hour shift

Job description

POSITION TITLE: Assistant Portfolio Manager

REPORTS TO: Property Management Director

WAGE: DOE , 40hrs per week, benefits

POSITION SUMMARY:

Since 1988, St. Vincent de Paul has developed multi-family housing for low income families, seniors and people with disabilities. We've developed more than 1,600 units so far and operate almost 1,500 of those units. Our Property Management department oversees our rental properties from Waitlist to leasing, including a robust portfolio of manufactured homes.

The Portfolio Assistant Manager is responsible for supporting sites in the SVDP affordable housing portfolio and their staff. The Portfolio Assistant Manager is called upon to function in the following areas: **Establishing on-site manager offices and preparing for new staff**, Maintain safe, sanitary, and compliant conditions of SVDP Affordable Housing residential properties, **Work with staff to ensure turns and maintenance tasks are completed to SVDP standards**, Demonstrate knowledge in HUD requirements and Fair Housing Laws, **Work closely with the Property Inspector and Portfolio Managers to address property needs** Other duties as assigned.

SPECIFIC RESPONSIBILITIES: 1) Maintain property standards. **Schedule regular walk-throughs of all properties to note safety concerns, maintenance issues, lighting concerns, cleaning needs and lease violations –particularly sites without on-site staff.** Create work orders for needs and follow up to ensure work was completed to SVDP standards (completion 1-3 days). **Ensure turns are completed in a timely manner (3-7 days) and coordinate any needs for turn assistance with on-site staff, maintenance, and the Portfolio Managers.** Relay outstanding or unmet maintenance needs to on-site staff and maintenance. **Must have knowledge of residential property regulations as well as HUD standards, LIHTC, HOME, and RD.** Mentor incoming on-site managers to be successful in their roles. **Conduct initial 2 week training of new on-site managers.** Train incoming managers on Fair Housing guidelines, site operations, and SVDP processes. **Provide training, direction, support, and problem solving for staff for turns/repairs.** Work with Portfolio Managers to address issues if work conducted on a property is not completed to SVDP standards. **Never perform tasks that require a licensed professional.** Contact maintenance and your supervisor whenever you see a potential hazard i.e. outside lighting failing, loose gutter, and these types of items. Staff are never to be on the roof.

2) Supporting the Portfolio staff. **Organize and update operations for the site-specific needs into a standardized property manual for on-site managers.** Coordinate with the Property Inspector to organize and complete larger property projects. **Acquire quotes for property work and coordinate with vendors.** Become familiar with the audit standards of each agency that conducts audits. **Respond to tenant communications to the Portfolio Managers in a timely, professional, and empathetic manner.** Support the Resident Retention Team and Resident Services Team with tenant lease compliance concerns. **Perform administrative responsibilities including, but not limited to, property budgeting, projects, compiling needs assessments per property, and documentation.** 3) **Documentation requirements.** Maintain a written log of all communication with tenants. This includes any incidents witnessed or heard in the performance of ordinary duties. Please include dates and times. **Notify Property Management of emergency situations.** Post notices and other tenant communication door to door as needed. **Maintain availability by cell phone and/or office phone at all times during business hours.** 4) **Additional duties and requirements.** Follow all Fair Housing laws and uphold SVDP values and standards. **Drivers license and the ability to commute throughout Oregon.** Keep all tenant information confidential. The Portfolio Assistant Manager may be terminated for discussing tenant information with other tenants, agencies, collectors, etc. **Work as a team with other Property Management staff.** Be an example to tenants and staff with regard to policies, conduct, and tolerance of personal differences. **Maintain a professional relationship at all times with all tenants. This means that engaging in a personal relationship with any tenant is a violation of this employment agreement and may result in disciplinary action, up to and including termination of employment.** Attend all meetings and trainings assigned. These meetings and trainings are mandatory. **Any duties deemed necessary by Property Management.**

HOW TO APPLY

If you feel you are qualified and want to apply for this position submit a St. Vincent De Paul application at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.