

## FULL-TIME PROPERTY MANAGER POSITION AVAILABLE

The Housing Authority of Yamhill County has an immediate opening for a Full-Time (40 hours) **Property Manager** position in Yamhill County.

This position performs management of assigned rental properties owned or managed by the Housing Authority (**Heritage Place and Village Quarter**) in compliance with subsidy programs, and other funding sources requiring compliance including all property, tenant, and compliance documentation and file management.

Pay Range (non-exempt)

\$3,317.00 up to \$3,840 monthly wage (\$19.14/hr - \$22.15/hr). Placement is typically at the starting probationary wage, depending on experience.

Compensation package:

This position provides outstanding benefits including fully paid medical, dental, vision (depending on coverage selected) and EAP, retirement 401(a) which incorporates 6% employee contributions and 7% employer contributions, 11 paid holidays and a generous PTO program.

Hours per week: 40 hours typically Monday -Friday, 8:00 a.m. to 5:00 p.m. OR 4 (10) hours shifts Monday – Thursday, depending on Management approval.

Candidates will be required to have a background check/DMV check completed prior to hire.

This position is considered open until filled. Applications can be found on our website [www.hayc.org](http://www.hayc.org) or at our main office at 135 NE Dunn Place, McMinnville, Oregon 97128. Email Applications and/or resume and letter of interest to Kaydi at [kaydi@hayc.org](mailto:kaydi@hayc.org) or Dan at [dan@hayc.org](mailto:dan@hayc.org) or fax to 503-472-4376.

Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.

The Housing Authority of Yamhill County is an Equal Opportunity Employer.

**The Mission of HAYC is:**

To provide the opportunity for decent, safe, sanitary, and affordable housing to lower-income families residing in our community including opportunities to become self-sufficient.

**POSITION TITLE:** Property Manager  
**DEPARTMENT:** Asset Management  
**SUPERVISOR:** Director of Asset Management / Property Compliance Manager  
**STATUS:** Hourly/Non-Exempt **DATE:** April 2024

**POSITION RESPONSIBILITY:**

Performs management of assigned rental properties owned or managed by the Housing Authority in compliance with subsidy programs, and other funding sources requiring compliance including all property, tenant, and compliance documentation and file management.

**POSITION FUNCTIONS:**

The following represent the major essential and secondary duties of the position; however they are not intended to be all-inclusive. HAYC reserves the right to change, reassign, or combine job duties at any time.

1. Marketing of unit in compliance with all applicable laws and regulations.
2. Accepts applications, reviews eligibility, executes lease agreements, and collects rent/deposits/fees. All transactions must be properly documented.
3. Maintain accurate property/ tenant financial, compliance, and Maintenance documentation.
4. Ensure timely and accurate submissions.
5. Maintains property day-to-day operations including, resident services, property upkeep, and address resident concerns.
6. Addresses and resolves tenant complaints and lease compliance issues. Documents all tenant complaints and compliance actions. Document cases for eviction; appear in court on behalf of HAYC.
7. Monitor and manage property maintenance requests and verifies completion.
8. Monitor and ensure safety and security of property.
9. Walk the grounds at least daily and report any need for maintenance or other problems.
10. Maintains office and common areas such as community room, lobby, halls, laundry areas, patios, playgrounds, etc., including but not limited to vacuuming carpets, sweeping walks, picking up litter, mopping floors and taking out garbage.
11. Represent HAYC and coordinate relations between HAYC, partner agencies, and residents.
12. Adhere to Property Management Plan, landlord-tenant laws, and all HAYC policies and procedures, including the responsibility of the Property Manager to work in conjunction with other partnering agencies.
13. Performs related duties at other properties as required.
14. Performs other duties and tasks as assigned.

**MINIMUM QUALIFICATIONS:** Various combinations of education, experience and training may qualify an applicant. The following is a typical way to be qualified.

**Educational level and Experience:**

1. High School diploma, GED, or equivalent experience.
2. Three year's work experience and/or training in social services, subsidized housing programs, or apartment management or related field.
3. Working knowledge and training or experience in policies and procedures of subsidized housing programs desirable but not required.

**Other Minimum Qualifications:**

1. Requires possession of a valid Oregon driver's license, be insurable under criteria required by the Housing Authority insurance, and ability to pass a background check.
2. A passing score on a certification examination may be a condition of continued employment in this position.

**ADDITIONAL QUALIFICATIONS:**

1. Knowledge of rental assistance and affordable housing programs.
2. Knowledge of Oregon Landlord/Tenant laws required.
3. Calm and effective in emergency situations.
4. Can interface with co-workers, management, clients, community partners, and others in a courteous and professional manner.
5. Able to communicate effectively both verbally, and in writing using correct English usage, grammar, spelling, punctuation and vocabulary.
6. Possess skills to organize and work independently in an environment of frequent interruptions.
7. The ability to perform and understand basic mathematical calculations such as fractions and percentages.
8. Reasonable knowledge of the community, social and economic resources available to low income and elderly individuals, with particular emphasis on resources as they apply to housing.
9. Familiarity with Yardi software preferred.
10. Requires previous office experience working with the public in which the following skills were attained: effective telephone skills, ability to deal tactfully with a variety of people under constantly changing circumstances using tact and diplomacy, ability to prioritize tasks and work under minimal direction, ability to understand and follow complex verbal and/or written instructions, and familiarity with filing systems and standard business machines (proficient with Word, and Excel).
11. Must be capable of performing light lifting of up to 20 pounds and performing standard maintenance duties such as mopping and vacuuming.
12. May be required to live on site at specific property.

**STATUS CHANGE OR EMPLOYMENT SEPARATION:** Upon a position change or termination with or without cause, the Property Manager shall return to HAYC any and all equipment, materials, keys, phones, or other items belonging to HAYC. If Property Manager is required to live on site they shall surrender the apartment unit occupied by the Property Manager within 15 days. It is understood that residency of the unit is a condition of and contingent upon employment and requirement by HAYC.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Units may be multi-storied without access to an elevator or situated far back from parking areas. Inspection of empty units may require the inspection without the ability to sit for an extended period of time. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

**Environment:** Normal office setting with travel to attend meetings or attend training events as well travel to sites to conduct site visits; contact with people of various social and economic backgrounds; may require varying hours of work. Exposure to various elements includes dust, dirt, insects, cobwebs, etc. Must be willing to visit tenant dwellings. While performing the duties of this job, while performing the duties of this job the employee may be exposed to inclement weather conditions.

**COMPANY-WIDE JOB REQUIREMENTS:**

- Be courteous and respectful towards others, both internal and external, and responsive to requests.
- Participate in maintaining a supportive work environment. Treat employees with respect and fairness and make open communication a priority.
- Work collaboratively as a team player with other employees on staff.

- Display initiative to resolve problems and capitalize on opportunities.
- Promote cost-effective use of the organization's resources.

HAYC's staff, its clients, and the staff of community partners are diverse in many ways, including diversity by race, national origin, language, sex, gender, sexual orientation, age and disability. HAYC considers this diversity to be an important asset.

Note: The above job description is not comprehensive. The job responsibilities may include other duties as assigned. This job description does not constitute an employment agreement between HAYC and the employee. HAYC may change the job duties as it determines to be necessary or useful to meet its needs.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have read and understand this job description and responsibilities of Property Manager for the Housing Authority of Yamhill County.


Printed Name \_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

# Employment Application

## Housing Authority of Yamhill County

	Last Name	First Name	Middle Name	Today's Date:	Position Applied for:		
	Address	City	State	Zip	Are you 18 years of age or older?  Yes    No	Date Available:	Expected Pay Rate:
	Contact Phone # Alternate Contact Phone #				Please list any other names you have used (ex. Maiden Names, Nicknames):		
	E-mail address:				How did you learn of this opening?		

**EQUAL EMPLOYMENT OPPORTUNITY.** We are an equal opportunity employer. All applicants will be considered without regard to race, color, religion, age, gender, sexual orientation, gender identity, marital or veteran status, national origin, ancestry, mental or physical disability, on-the-job injuries, or any other legally protected status in accordance with applicable federal, state and local equal employment opportunity laws and except as provided by those laws. *If you require an accommodation to participate in our application process, please contact Vickie Ybarguen at 503-883-4318.*

Are you authorized to accept employment in the United States? (Successful applicants will be required to prove identity and eligibility for employment.)    Yes    No

I have read the job description and can perform the essential functions of the job with or without reasonable accommodations:    Yes    No

**RELATIVES:** Qualified relatives are eligible for employment except in limited situations in accordance with applicable law. Do you have any relatives who currently work for us?    Yes    No    \*If yes, state names(s) and the nature of the family relationship (e.g. parent, son, daughter, grandparent, etc.):

EDUCATION	Name of School and Location	Course of Study	Years Completed	Degrees Received
High School			1   2   3   4 Other (explain):	
College or University			1   2   3   4 Other (explain):	
Graduate School			1   2   3   4 Other (explain):	
Military, Vocational School or Technical Training			1   2   3   4 Other (explain): _____	

**OTHER JOB RELATED EDUCATION, QUALIFICATIONS AND/OR CERTIFICATES:** Please list and summarize any training, volunteer activities, and/or other specialized skills, qualifications or experience you feel would help you perform the work for which you are applying. For military veterans, please include information on any transferrable skills obtained through military education or experience that relate, directly or indirectly, to the position for which you are applying:

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**DRIVING RECORD:** (Note: a lack of a driver's license will not disqualify an applicant unless driving is an essential function of the job)

Do you have a valid Driver's License?    Yes    No

**EMPLOYMENT HISTORY:**

List your employment experience for the past 10 years, beginning with your present or most recent job. *Do not omit any employer.* (Attach sheet if more space is needed.)

Company Name		Your Title	
Company Address			
Date Started		Date Left	
Number of hours per week		May we contact this employer?    Yes    No If no, why not?	
Supervisor's Name		Telephone Number	
Description of your duties and responsibilities:			
Were you discharged from this job?    Yes    No			
If No, what was your reason for leaving?			
Company Name		Your Title	
Company Address			
Date Started		Date Left	
Number of hours per week		May we contact this employer?    Yes    No If no, why not?	
Supervisor's Name		Telephone Number	

Description of your duties and responsibilities:

Were you discharged from this job?    Yes    No

If No, what was your reason for leaving?

Company Name	Your Title
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Company Address

Date Started	Date Left
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Number of hours per week	May we contact this employer?    Yes    No If no, why not?
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Supervisor's Name	Telephone Number
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Description of your duties and responsibilities:

Were you discharged from this job?    Yes    No

If No, what was your reason for leaving?

Company Name	Your Title
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Company Address

Date Started	Date Left
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Number of hours per week	May we contact this employer?    Yes    No If no, why not?
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Supervisor's Name	Telephone Number
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Description of your duties and responsibilities:

Were you discharged from this job?    Yes    No

If No, what was your reason for leaving?

**FOREIGN LANGUAGE:** Indicate any languages other than English that you can speak, read and/or write

	<b>Fluent</b>	<b>Good</b>	<b>Fair</b>
Speak			
Read			
Write			

**REFERENCES:** List three references (from persons not related to you) who are familiar with your qualifications and actual work history and ability. You must include a phone number.

*Name/relationship (supervisor, co-worker, etc.)      Address      Phone*

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**If you need additional space, please continue on a separate sheet of paper.**



**VERIFICATION AND SIGNATURE:**

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE COMPLETELY FILLED OUT, SIGNED, AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.**

1. I authorize the Housing Authority of Yamhill County (HAYC) to contact any of my references, past/present employers, and/or other persons named in this application for the purpose of obtaining information about my employment history, education, character and qualifications. I release the HAYC from any and all claims and liability in connection with such contacts and inquiries. I also agree to sign any written authorizations and releases requested by the HAYC or my references in order for the HAYC to obtain the requested information.
2. I certify that answers and statements I have made on this application (and in any attachments or other supplementary or supporting documents) are true and complete without omissions. I understand that any falsification, misrepresentation or omission made by me will result in denial of employment, withdrawal of an offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that if I am offered employment, I will be required to authorize and pass a pre-employment criminal history check and driver's record check (for positions requiring driving) as a condition of being hired.
4. I understand if I am offered employment, I may be required to pass a pre-employment drug screen (including all substances which are illegal under state or federal law) and/or physical required by the HAYC in accordance with applicable law. I understand that a positive drug test will disqualify me for employment.
4. I agree that if I am hired, I will conform to all rules, regulations and standards of the HAYC as they presently exist or are later modified. **I also understand and agree that employment is At-Will and can be terminated at any time by me or by the HAYC for any reason not prohibited by law except as specifically set forth in an applicable collective bargaining agreement or individual employment agreement signed and dated by the HAYC's Executive Director.** I understand that no one other than the HAYC's Executive Director has any authority to enter into any employment agreement for any specified period of time, to change the At-will nature of the employment relationship, or to otherwise assure me of any future position, benefits, or terms and conditions of employment. Any such agreement must be in writing and signed by the Executive Director to be valid.

I have read, understand, and agree with all of the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Unsigned applications will not be processed.**

**Return application to:  
Housing Authority of Yamhill County  
135 NE Dunn Place  
McMinnville, OR 97128**

**This application is valid for only 45 days from the date signed. If Applicant wants to be considered for job openings more than 45 days from the date signed, Applicant must submit a new and current employment application.**

## VETERAN'S PREFERENCE

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. Please read the following checklist carefully and the box for each item that applies to you. You may get help from HAYC if you need further explanation or have special circumstances. Please note that the application of preference points is not a guarantee of being hired.

Note: If you are applying for a position for which the HAYC's hiring process results in a score, you will be given preference points as outlined below. If you are applying for a position for which the HAYC's hiring process does not result in a score, the HAYC will nonetheless give a preference to a veteran or disabled veteran in accordance with applicable law.

***IN ORDER TO BE ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE, THIS COMPLETED FORM AND THE REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO HAYC. PREFERENCE WILL NOT BE AWARDED WITHOUT THE APPROPRIATE DOCUMENTATION.***

**A. QUALIFIED VETERAN QUESTIONS:** You may claim veteran's preference if you check at least one box below and provide proof of eligibility by submitting a copy of your form DD-214 or DD-215 that includes your discharge status.

I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions, or
- For a period of more than 178 consecutive days beginning after January 31, 1955 and was discharged or released from active duty under honorable conditions, or
- For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability, or
- For 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs, or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions, **or**
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from activity duty under honorable conditions; **or**
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

*Please see the next page for applicable definitions.*

**B. QUALIFIED DISABLED VETERAN QUESTIONS:** You may claim additional employment preference if you can check at least one box below and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or DD-215, Certificate of Release or Discharge, Copy 4, and
2. A public employment veteran's disability preference letter from the United States Department of Veterans' Affairs (unless the information is included in the DD Form 214/215). To order the letter, call 1-800-827-1000 and request a public employment preference letter.

- I have a disability rating through the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

**I hereby claim veteran's preference points and certify that the above information is correct. I understand that any false statements may be cause for my disqualification or dismissal.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Service Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position Applied For

## **DEFINITIONS**

**Armed Forces** means the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof. (Title 38 USC Part I Chapter 1 Section 101). Reserve components mean:

- (a) The Army Reserve;
- (b) The Navy Reserve;
- (c) The Marine Corps Reserve;
- (d) The Air force Reserve;
- (e) The Coast Guard Reserve;
- (f) The Army National Guard of the United States; and
- (g) The Air National Guard of the United States.

**Active duty** does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

**Combat zone** means an area designated by the President of the United States by executive order in which, on the dates designated by executive order, the Armed Forces of the United States are or have engaged in combat.

**Veteran** means a person who:

- (a) Served on active duty with the Armed Forces of the United States:
  - (B) For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
  - (C) For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
  - (D) For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;
  - (E) For 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans Affairs; or
  - (F) For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
- (b) Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- (c) Is receiving a non-service-connected pension from the United States Department of Veterans Affairs.

**Disabled veteran** means a person who has a disability rating from the United States Department of Veterans Affairs, a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty or a person who was awarded the Purple Heart for wounds received in combat.

*OAR 839-006-0440*