

## **JOB ANNOUNCEMENT**

**POSITION:** Property Supervisor, Full-time

**SALARY:** D.O.E. + Full Benefits

**DESCRIPTION OF COMPANY:** Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, occupancy & compliance, maintenance and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management.

**DESCRIPTION OF DUTIES:** Reporting to the Director of Property Management, the Property Supervisor performs the following duties: Implements CMC's Standard Operating Procedures and annual Management Plans. Monitors & approves property expenditures in conformance with the Charts of Accounts & Operating Budgets. Performs financial analysis & effectively communicates with owners regarding financial reports. Submits periodic financial and other monitoring reports as required. Drafts annual Operating Budgets. Ensures compliance with applicable Resident Selection Criteria, Fair Housing Laws & program regulations. Is accessible & available for emergency situations 24/7. Develops and maintains safety and emergency plans for properties assigned. Represents owners and CMC in court. Implements comprehensive resident relations programs. Develops and implements preventative and ongoing maintenance plans. Prepares competitive bid packages, including specifications; reviews, negotiates and approves bids in accordance with CMC procedures. Implements energy conservation measures.

### **MINIMUM QUALIFICATIONS:**

- Three years of progressively responsible residential property management experience and familiarity with affordable housing management
- One-year supervisory experience
- Intermediate knowledge of MS Word and MS Excel
- Excellent verbal/written communication skills
- Valid California driver's license

### **PREFERRED QUALIFICATIONS**

- Four-year college degree
- Training and experience in HUD and Tax Credit programs
- CPM, NAHP or similar certification

**TO APPLY:** Send resume and letter of interest to: Caritas Management Corporation  
1358 Valencia St.  
San Francisco, CA 94110

Or

Email: [caritasHR@caritasmanagement.com](mailto:caritasHR@caritasmanagement.com)

## **EQUAL OPPORTUNITY EMPLOYER**

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.