



PROPERTY MANAGER-I POSITION DESCRIPTION

Position Title: Property Manager I

Time Requirement: Flexible part-time to start, 25-30 hours per week transitioning to full time (40 hours per week with benefits) in December 2026 or January 2027.

Compensation: Part-time hourly wage \$28.85/hour. Full-time salary range is \$60,000-70,000, depending upon experience, and FLSA exempt.

POSITION SUMMARY

Chaffee Housing Authority (CHA) is recruiting a new team member to manage affordable rental properties on the northern end of Chaffee County. The Property Manager I is responsible for leasing, tenant management, property management in Buena Vista and collaboration on the CHA rental portfolio. This is a new position responding to CHA's growing rental portfolio and joins the Property & Asset Manager, Real Estate Projects Manager, and Housing Stability Team in helping provide stable affordable housing to community members.

CHA acquired its first properties in December 2024 and is expanding its rental portfolio that consists of:

- 19 units at The 505 Apartments in Salida for 80% Area Median Income and below.
- 13 units at Jane's Place in Salida for 100% Area Median Income and below.
- 60 units at The Midland in Buena Vista for up to 80% and 120% Area Median Income.
- 33 units under construction at The Crossing in Buena Vista for 30-100% of Area Median Income.

Additionally, the CHA provides fee for services for income restricted properties not owned by CHA but in Chaffee County including:

- Chaffee Housing Trust properties: 2 mobile home parks, Forest Creek Cabins in Buena Vista, The Crossing in Buena Vista; and M & 3rd and West End in Salida. Except for the mobile home parks, these properties are leased temporarily.

The Property & Asset Manager and Property Manager-I will collaborate on property management, however, the Property Manager-I will principally be responsible for the northern end of the county including The Midland Apartments, The Crossing Apartments, and coordination with CHT. CHA currently manages its rental portfolio using a web based property management system, Turbo Tenant. Transition to an affordable housing specific property management software is estimated to occur by the end of 2026.

Our goal for our properties is to create safe, livable communities where tenants can thrive. As part of an affordable housing organization, the Property Manager-1 will collaborate closely with other staff including the Executive Director, the Real Estate Projects Manager and two members of the Housing Stability Team. CHA's approach to property management is people centered and overlaps with other CHA programs including working to identify housing for the unsheltered, working with tenants to remain housing secure, as well as identifying renters interested in transitioning to homeownership.

This is an exciting opportunity to join the team of the Chaffee Housing Authority and make a meaningful difference in the lives of our community members. The position reports to the Executive Director and part of a Property Management Team with the Property & Asset Manager. The position is funded through fees for service and considered essential to the day to day functioning of the Chaffee Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lease Administration & Rental Management

- Advertise vacancies, obtain referrals from partners, maintain and update property wait lists, schedule and show units, and minimize vacancies.
- Conduct tenant income qualification for tenants in compliance with unit requirements.
- Facilitate unit turnover including resident move-ins/move-outs, manage security deposits and process lease applications.
- Oversee lease agreements, rent and/or fee collections, and maintaining positive tenant relations.
- Conduct annual income recertifications.
- Manage evictions fairly with sensitivity to housing displacement in accordance with CHA values.
- Maintain current knowledge of Landlord/Tenant Law, Fair Housing Regulations, and Real Estate Law.
- Collaborate with the Housing Navigator and Housing Case Manager to:
 - Develop Housing Stability Plans and Rent Payment Plans to maintain housing stability.
 - Refer tenants to internal and external services to increase stability in the home (skill development, employment training and support services, mental health and chemical dependency services, financial support, etc.).
 - Connect tenants to financial management and budgeting services to develop a personal financial plan that will enable greater housing stability.
- Collaborate with staff to address tenant grievance processes according to CHA protocols and collaborate with police and to/or other community partners to resolve community issues and promote good neighbor status.

- Document all client interactions, manage monitoring and evaluation data entry, and maintain confidentiality.

Property Oversight & Maintenance

- Coordinate repair contracts in a timely manner to address tenant requests.
- Coordinate with the Property & Asset Manager to ensure annual property and unit maintenance is completed, ensure properties are safe and well maintained, and in compliance with regulations.
- Maintain an updated list of potential contractors for basic maintenance.
- Identify vendors and solicit and review cost proposals and contracts for work associated with the ongoing maintenance and operation of the properties.
- Coordinate and oversee on-site property operations including coordinating with staff on budget management and accounts receivable/payable.

Financial Management

- In collaboration with the Executive Director and Real Estate Projects Manager monitor property operating budgets, and track expenses helping to ensure financial sustainability and solvency of real estate assets.
- Participate in monthly meetings to review reports and financial statements for each property with the Executive Director, Real Estate Program Manager, and Bookkeeper.
- Coordinates with Real Estate Projects Manager, Executive Director, and Bookkeeper to understand, manage, and plan for overhead costs, depreciation, property maintenance, etc.
- Coordinate with the Executive Director and Bookkeeper on financial reporting and audits for CHA and contracted properties.

Asset Management & Planning

- Collaborate with the Property and Asset Manager to develop long-term asset management plans aligned with community needs and CHA goals.
- Conduct bi-annual property inspections and annual unit inspections to evaluate the physical condition and results of property maintenance activities.
- Manage and assist in the analysis of real estate assets to determine immediate, short term and long-term capital needs to preserve the assets. Identify and recommend resolution of site deficiencies and coordinate with the Executive Director to plan for, schedule, and oversee capital improvement or maintenance requirements.
- Participate in preparation of annual compliance reports and assessment of CHA properties' liability, risk and exposure and coordinates with the Executive Director to ensure properties have adequate insurance coverage.

Community Engagement & Outreach

- Maintain business and agency partnerships to communicate rental availability for Chaffee County employees.
- Develop partnerships that foster strong relationships with tenants, neighbors, and community partners.
- Support initiatives that promote community wealth building and housing equity.
- Represent CHA in court-related issues involving lease violations.

Compliance & Regulatory Oversight

- Coordinate with the Executive Director and Real Estate Projects Manager to ensure compliance with public funding policies and procedures, and the requirements of other governmental entities including laws, statutes, ordinances, codes, rules, and regulations.
- Participate in CHA monitoring and evaluation by tracking metrics on rental inquiries, placement, and activities.
- Conduct annual income restricted unit re-certifications for long term tenants and for contract partners.

Other Requirements

- The CHA has a small collaborative team. All team members are expected to contribute to a variety of special projects and day-to-day activities as required to ensure excellent client, tenant, and asset care.
- The CHA team members are expected to support each other when work loads exceed individual capacity or when a team member is out of the office.
- Other duties as required as this position evolves over time to adapt to best meet community needs.

PREFERRED QUALIFICATIONS

MINIMUM EDUCATION AND EXPERIENCE

1. Bachelor's degree. Experience and certificates can be substituted for education.
2. Minimum one year professional experience working with real estate, property management, or an affordable housing organization.
3. Prior experience with affordable housing and/or administration of Fair Housing desired. Completion of Certification of Fair Housing expected within 6 months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Excellent public communication skills and friendly demeanor when dealing with the public.
2. Computer proficiency in Google Suite applications and ability to quickly learn new software applications.
3. Well organized, self directed, and an ability to multi-task, prioritize, and make sound independent decisions.
4. Highly collaborative and a team player.
5. A dedication to and practice of social justice and equity with awareness of trauma informed approaches.
6. Possess passion and enthusiasm for the mission of the Chaffee Housing Authority.
7. Knowledge of the housing continuum and appropriate housing solutions for different populations.

LANGUAGE AND COMMUNICATIONS SKILLS

1. Possesses professional telephone, electronic, written, and verbal communications skills.
2. Ability to effectively present information both orally and in written format and respond to questions from staff, tenants, government entities, grantors/oversight entities, service partners, and the general public.

3. Spanish-speaking preferred.

ADDITIONAL CERTIFICATES OR LICENSES

A Valid Driver's License with satisfactory driving record is required.

WORKING CONDITIONS

This position has some flexibility for phasing in beginning with part time up to 30 hours per week and transitioning to full time 40 hours per week by December. This position will start with an office-based position located in the Chaffee Housing Authority office in Salida to undergo affordable housing training, to be integrated into the team, and become familiar with all CHA's affordable housing sites. After transitioning to full time, the position will become either home- based or office-based in Buena Vista with a ½ day per week in the CHA office. The majority of this position's duties are sedentary and performed within an indoor or a protected environment. Occasional physical work onsite including carrying materials, garbage assessments, site visits and inspections, etc. Driving a personal vehicle to property is currently required but vehicle mileage is reimbursed at the federal mileage rate.

BENEFITS

The Chaffee Housing Authority strives to create a supportive work environment with a strong public service ethic and work - life balance. Within 1 month of **full-time employment**, employees are provided with employer paid coverage of health insurance, vision and dental, life, supplemental life & AD&D, long term disability, paid family and medical leave, EAP, a retirement plan, voluntary comp time and flex-time. Employees have 15 holidays plus two weeks of paid vacation. No benefits are provided for part-time positions.

TO APPLY

CHA is building a team who are passionate about our mission and can contribute to our team in a variety of ways. CHA will consider an equivalent combination of knowledge, skills, education, and professional and lived experience to meet minimum qualifications. We encourage individuals who believe they have the capacity to thrive in this role to apply even if they do not meet every skill or requirement listed. Training is provided for the right candidate. Submit a letter of interest and resume to the Executive Director at marjo@chaffeehousingauthority.org no later than June 10, 2026. Applications will be evaluated on a rolling basis as they are received. CHA would like to hire for this position no later than the end of July.

Chaffee Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law.