



## EMPLOYMENT OPPORTUNITY NOTICE

Property Asset Manager  
(Non-Union)

**POSITION SUMMARY:** This position is responsible for the complete operation of the property in a manner that is consistent with YMHA mission statement. Property management includes supervision of all staff, financial management of all property resources and ensuring compliance with applicable performance standards as well as compliance with applicable HUD and other federal and state regulations. The position is responsible for the preparation and monitoring of all budgets to ensure financial viability of the property; must examine income versus expenditures, ensure procured goods or services are necessary and within budgeted amounts, monitor occupancy status and effectively market to recruit new tenants as necessary and evaluate capital needs of properties. Must ensure at least standard performance under applicable HUD assessment system; must monitor applicable performance indicators including physical condition of units/buildings and systems, financial condition of property, resident satisfaction and management performance. See job description for more detailed essential functions, job requirements and skills.

**Work Knowledge and Experience:** A minimum of 5 years of property management and supervision of staff, a people person who enjoys working with and assisting diverse population of customers in Mahoning County. The applicant must have knowledge of HUD policies and YMHA Housing Programs; experience with the Tenmast and WinTen2 plus software. Tax Credit experience preferred.

**Hourly Rate:** \$28.76  
**Date of Posting:** Monday, April 27, 2026  
**Date of Closing:** Friday, May 8, 2026

Must be received in the Department of Human Resources by 4:30 p.m. on Friday May 8, 2026

Please submit resume to the office of Director of Administration/HR.



**YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY  
JOB DESCRIPTION**

**JOB TITLE:** Property Asset Manager

**FLSA STATUS:** Exempt

**JOB CODE:**

**UNION STATUS:** None

**DIVISION:** Occupancy

**REVISION NO:**

**REPORTS TO:** Director of Occupancy

**REVISION DATE:** 4/20/2021

**POSITION SUMMARY:** This position is responsible, with the assistance of subordinate staff, for the complete operation of the property in a manner consistent with YMHA mission statement. Property management includes supervision of all staff, financial management of all property resources and ensuring compliance with applicable performance standards as well as compliance with applicable HUD and other federal and state regulations. The position is responsible for the preparation and monitoring of all budgets to ensure financial viability of property; must examine income versus expenditures, ensure procured goods or services are necessary and within budgeted amounts, monitor occupancy status and effectively market for/recruit new tenants as necessary and evaluate capital needs of properties. Position will prepare necessary reports for presentation to YMHA Board of Commissioners. Must ensure at least standard performance under applicable HUD assessment system; must monitor applicable performance indicators including physical condition of units, buildings and systems, financial condition of property, resident satisfaction and management performance. Position will participate in pre-employment interviews and assist in hiring subordinate staff. Staff supervision includes staff, training, creation of performance standards, performance evaluation and discipline when necessary.

**ESSENTIAL JOB FUNCTIONS:**

1. Prepare the annual operating budget and revise as necessary.
2. Monitor budget through monthly reporting. Responsible for ensuring positive cash flow for property by maximizing property income while minimizing expenditures.
3. Participate in capital planning process by obtaining recommendations from subordinate staff and residents regarding capital needs, assisting Development Department in planning process, and approve payments to and monitor work of contractors.
4. Assist in marketing and recruitment of applicants for the waiting list.
5. Responsible for prompt rental of units.
6. Must conduct annual reexaminations and interim rent adjustments as necessary. Must verify income in accordance with applicable HUD standards and YMHA policy. Must document all resident files and operating system software with appropriate information for all contact with resident.
7. Must be familiar with all applicable HUD regulations, the YMHA Five Year and Annual Plans and the Administrative and Continued Occupancy Plan. Recommend improved operating policies and procedures and submit language regarding the same.
8. Must enforce public housing lease fairly and equitably and in a manner that is in compliance with all applicable Federal, State and local laws. Send proper and legal eviction notices as necessary for violations or law or leased/policy as stated.
9. Act as an advocate for residents and assist with coordinating resident services and promoting self-sufficiency.
10. Conduct orientations for new residents.
11. Must conduct informal hearings regarding resident grievances, meet with residents upon request, attend resident council meetings as necessary.

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12. Improve resident safety and security within the confines of policies and budget; coordinate activities with local law enforcement designed to enhance security of property; enforce policies to ensure greater safety/security.
13. Must submit monthly reports to the Executive Director or designee and to the Board of Commissioners as directed on property performance under PHAS, financial management, criminal activity documented personnel matters (either commendations or disciplinary), lease terminations and other resident issues, schedule of reexaminations.
14. Participate in pre-employment interviews and make hiring recommendations as needed
15. Interpret and apply YMHA personnel policies and applicable collective bargaining unit agreements and other relevant policies and procedures.
16. Oversee the development of annual, monthly and weekly maintenance schedules for routine and preventive maintenance activities and track the same through work orders.
17. Inspect units, both vacant and occupied.
18. Inspect the property daily by walking the site to ensure curb appeal is at an acceptable level, that there are no safety or other hazardous conditions, there are no obvious lease violations and that maintenance is performing as required.
19. Inspect and evaluate the quality of maintenance work.
20. Track unit turnaround time and make-ready time; assign make-ready work as appropriate.
21. Determine resident charges for property damage beyond normal wear and tear and for other violations of the lease.
22. Monitor performance of subordinate staff and conduct performance appraisals.
23. Conduct staff meetings.
24. Recommend disciplinary action as necessary.
25. Review and approve requests for leave in accordance with policies and collective bargaining unit agreements.
26. Coordinate training programs for new employees and periodic training for existing employees;
27. Regular and predictable attendance required.
28. Perform additional duties as assigned.

### **JOB REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:** Bachelor's degree in management, business administration or closely related field plus five years' experience in property management, or an equivalent combination of education and experience. Tax Credit experience preferred.

**SKILLS:** Must be skilled in organizing resources and establishing priorities. Must be able to gather data, compile information, develop and present reports in clear and concise manner. Must possess ability to communicate effectively, both orally and in writing. Strong interpersonal skills are required. Must demonstrate ability to work effectively with a diverse group of residents, employees and outside contractors. Must be skilled in analyzing situations in order to identify problems and potential solutions. Must be able to maintain effective work relationships with peers, superiors, subordinates, residents, community service agencies and the public. Must be able to use basic office equipment such as telephone, fax, computer. Must be proficient in use of computer and use of various software applications including programs such as Excel, Microsoft Word.

**KNOWLEDGE:** Must be knowledgeable regarding applicable YMHA policies and procedures as they relate to property management. Must possess knowledge of relevant Department of Housing and Urban Development rules and regulations, particularly those regarding public housing management, procurement and the capital fund. Must understand rules regarding public housing occupancy, landlord tenant laws of the State of Ohio, OSHA standards, Fair Housing Laws and all other laws which prohibit any form of discrimination in housing or in the workplace. Must be proficient in performing basic

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mathematical calculations including those used for summarizing gross rent potential, net operating income, rent calculations, time value of money and depreciation. Must understand public housing assessment system (PHAS), its relevant indicators, and the Uniform Physical Condition Standards. Must be familiar with maintenance management and applicable building and property codes and regulations. Must be able to supervise and manage staff of subordinates.

**TYPICAL PHYSICAL DEMANDS:** Requires manual dexterity to operate computer and other standard office equipment. Requires visual acuity to read words and numbers. Required to communicate orally in person, and via the telephone and internet. Requires ability to tolerate prolonged sitting, computer and telephone work. Moderate physical activity. Bending, reaching and lifting up to 25 pounds required. Standing and/or walking for more than four (4) hours per day.

**TYPICAL MENTAL DEMANDS:** Must be able to define problems, collect data, establish facts and draw conclusions. Must be able to handle on-going multiple projects. Must be able to multi-task and prioritize tasks. Must be able to relate to and interact with people of all socio-economic levels. Must be able to handle stress and deadline pressure.

**WORKING CONDITIONS:** Individual will work in typical office setting and in the public housing property sites. Occasionally may be required to work flexible schedules to accommodate the department's requirements. May also be required to travel to and/or work in a satellite location.

**OTHER REQUIREMENTS:** The candidate must possess and maintain valid driver license with an insurable record under the terms and conditions of YMHA's auto liability policy. Must have vehicle for local job-related travel.

As a condition of employment, the candidate must agree to and pass a drug screen, criminal background check, and motor vehicle check.

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