Leadville and Lake County Regional Housing Authority ("LLCRHA")
Affordable Housing Property Manager
Job Description

Position Information:

- Reports To: Executive Director
- Employment Status: Full-time
- Location: Leadville and Lake County, Colorado
- Salary range $58,000-$63,000, depending on experience
- Please send cover letter and resume to Director@HousingLake.org

About LLCRHA:

The Leadville and Lake County Regional Housing Authority (LLCRHA) was established to expand affordable and workforce housing opportunities in Leadville and Lake County. As a regional housing agency, LLCRHA aligns public resources, land, and partnerships to advance long-term housing affordability and stability. LLCRHA acts as a public steward advancing quality affordable housing through property management, public-private development, deed restriction administration and strategic policy leadership.

Position Summary:

The Property Manager manages LLCRHA's growing portfolio of affordable rental housing, including both LLCRHA owned properties and properties owned by 3rd parties. Activities include leasing, resident relations, income qualification, regulatory compliance, maintenance coordination and financial oversight. The start-up rental portfolio owned by LLCRHA is approximately 35 units and is expected to grow to approximately 120 units over the next 2-3 years.

The position will also assist with LLCRHA's Deed Stewardship Program. As this portfolio expands, LLCRHA anticipates assigning deed-restriction administration to a separate staff position.

LLCRHA welcomes candidates with direct affordable-housing or property-management experience as well as candidates with strong transferable skills in regulated, detail-intensive fields. Specialized affordable-housing compliance training will be provided.

Essential Duties and Responsibilities:

Leasing:

- Market and advertise vacant units.
- Maintain and manage applicant waitlists.
- Coordinate move-ins and move-outs, including unit inspections.

- Oversee the full lifecycle of tenant applications, from initial inquiry to move-in.
- Conduct Tenant Income Certifications (TICs) to ensure applicant eligibility for workforce and affordable housing units.
- Maintain confidentiality and secure handling of applicant, resident, owner and financial information.
- Prepare and execute lease agreements, renewals, and addendums in accordance with local and state laws.

Rent Collection:

- Collect rent and other tenant charges.
- Handle and document accurately tenant security deposits and other tenant funds.
- Monitor delinquent accounts and administer payment plans.
- Coordinate legal action for nonpayment when necessary.
- In collaboration with the bookkeeper, maintain tenant ledgers and accounts receivable.

Resident Services:

- Respond to tenant inquiries and complaints.
- Coordinate resident communications and notices.
- Maintain resident files and documentation.
- Facilitate reasonable accommodation requests.
- Handle lease enforcement for violations, notices, good-cause nonrenewals, repayment agreements and documentation.
- Coordinate after-hours property emergencies, with use of answering service and service providers.
- Verify and maintain insurance/licensing verification for vendors/service providers.

Maintenance Oversight and Capital Planning:

- Respond to tenant maintenance requests.
- Oversee preventative, routine and emergency maintenance.
- Manage the full-cycle maintenance program, including vendor procurement, contract oversight, and tenant coordination.
- Conduct regular property inspections to ensure safety and quality standards are met.
- Maintain property condition and lifecycle information and assist the Executive Director and owners in developing long-term capital improvement and replacement plans.

Financial Reporting:

- In collaboration with the bookkeeper, compile monthly management reports, including cash flow statement, balance sheet, budget comparison, variance analysis, monthly payment summary, aged payables, aged receivables, rent roll and vacancy report.
- Provide property records and supporting documentation for owner financial reporting, audits, tax preparation and regulatory reviews.

Compliance:

- Maintain files and records in a state of readiness for external monitoring and inspection.
- Administer project-specific affordability requirements, including income and rent limits, utility allowances, household eligibility, occupancy requirements and applicable deed restrictions/regulatory agreements.
- Conduct initial and annual income recertifications in accordance with HOTMA and applicable CHFA/DOH requirements.
- Coordinate agency audits and inspections. Maintain a compliance calendar covering certifications, recertifications, reports, inspections, annual submissions and regulatory deadlines.
- Implement applicable Affirmative Fair Housing Marketing, Fair Housing, reasonable accommodation/modification, VAWA and language-access requirements.
- Maintain current rent/income-limit schedules and ensure leasing documents and rents remain consistent with each property's regulatory documents.
- Identify needed updates to LLCRHA property-management and compliance procedures and recommend revisions to the Executive Director.

Deed Restriction Administration:

- Maintain accurate deed-restriction records and annual compliance monitoring.
- Support buyer qualification, resales, refinances and new deed-restriction intake.
- Communicate requirements to owners, buyers, lenders and others.
- Conduct required inspections, education and compliance follow-up.

Administrative Duties:

- Provide general office support, including managing inquiries via phone, email, and in-person visits.
- Maintain organized digital and physical filing systems for tenant files, property records, and organizational documents.
- Assist the Executive Director in preparing reports, public notices, and community education materials. Examples include quarterly and annual impact reports detailing portfolio occupancy, compliance rates, and deed-restriction adherence for the Board of Directors and key stakeholders.

Compensation and Benefits:

The expected salary range for this position starts at $58,000 – $63,000 and has the opportunity for rapid growth with specialized education and training.

LLCRHA offers a competitive benefits package including Employer-Sponsored Medical and Dental Insurance Plans, 100% Employer Paid Vision Plan, Flexible Spending Account, Health Reimbursement Account, Employer-Sponsored Short-Term Disability Insurance, 100% Employer Paid Long-Term Disability Insurance, 100% Employer Paid Term Life Insurance, Supplemental Life Insurance Plans, 401(a) and 457(b) Employer Matched Retirement Plans, Paid Vacation, Sick Leave, Personal Days and Holidays, Employee Assistance Program, and Public Health Emergency Leave.

Tiered Career Path:

- **Property Manager 1 (Developmental Phase):** Portfolio Size: <35 units | Salary Range: $58,000 – $63,000 base salary + full benefits | Focus: Learning the portfolio, supervised compliance, required training underway (protecting 15+ hours/week for formal training, shadowing, and audits).
- **Property Manager 2 (Qualified Phase):** Portfolio Size: Preparing for expansion by 10-40 units | Salary range: Increase to $63,500 – $66,000 upon passing mandatory certifications | Focus: Required certifications completed; independently managing eligibility/compliance and property operations.
- **Senior Property & Compliance Manager (Full Scale):** Portfolio Size: 120 units | Salary range: $66,500 – $70,000 | Focus: Manages a growing portfolio; independently manages regulatory reviews, owner reporting, budget development, and long-term property operations.

12-Month Training Checklist:

- **Months 1–3:** Basic landlord-tenant law, Fair Housing certification, and property management software (Yardi/AppFolio), trauma informed communication , and Motivational Interviewing.
- **Months 4–6:** CHFA's Multi-Family Compliance Training (LIHTC, income verifications, asset calculations)Vouchers 101(Quadel/Novogradic), .
- **Months 7–9:** Obtain Certified Occupancy Specialist (COS) or Tax Credit Specialist (TCS) designation through NCHM or NAHRO.
- **Months 10–12:** Shadow an established manager during a live CHFA or DOLA file audit. Ongoing training as applicable.

Minimum Qualifications:

- Ability to work flexible hours - not more than 40 per week, but evenings or weekends if an urgent need arises at a property.
- Strong organizational skills with high attention to detail and accuracy in data entry.
- Proficiency in Microsoft Office Suite (Word, Excel), Adobe and Google Workspace.
- Ability to work both in office and on site.
- Excellent interpersonal and communication skills to work effectively with a diverse public.

Preferred Qualifications:

- Conversational in Spanish and English.
- Two years of progressively responsible administrative, housing, property management, banking, legal, financial, compliance, customer-service or similar experience requiring accurate management of confidential records and deadlines; equivalent combinations of education and experience considered.
- Experience in property management, real estate, or affordable housing administration.
- Demonstrated knowledge of income qualification processes and fair housing laws.
- Some practical experience with home maintenance for communication with contractors.