



ADIRONDACK ROOTS

**BETTER HOUSING.
STRONGER COMMUNITIES.**

Lee House Property Manager

Part time, 20 hours per week, in-person

About Adirondack Roots:

Adirondack Roots is dedicated to building vital and sustainable communities by helping individuals and families put down roots and stay in the North Country. We provide essential services that improve housing access and affordability in the eastern Adirondacks at a time when housing insecurity is rising throughout the region.

Purpose of Position: The Property Manager is responsible for overseeing all operations of the Lee House, a 25-unit apartment building for income-qualified seniors and people with disabilities in Port Henry, NY. This role manages maintenance and upkeep, ensures tenant satisfaction and maintains compliance with all federal, state and local housing regulations. The Property Manager is highly organized and compassionate, has excellent communication skills and an upbeat attitude. The Property Manager splits time between the Lee House and the Adirondack Roots office in Elizabethtown.

Reports to: Associate Director

Lee House Property Manager Responsibilities:

- Manage all aspects of building operations
- Ensure compliance with applicable federal, state and local laws and regulations, including
- Certify and re-certify tenant income according to all regulatory requirements; communicate with tenants about rent-related issue
- Recruit, hire, and supervise maintenance and cleaning staff
- Maintain property rentals by advertising and filling vacancies
- Review rental applications, respond promptly to each application, maintain building wait list for apartments
- Manage all aspects of tenant move in and out process to ensure rapid turnover of apartments
- Communicate effectively with current residents about all issues
- Process tenant work orders and manage work with maintenance person to ensure that all maintenance issues are resolved in a timely manner, to avoid potential safety hazards or escalating costs for future repairs
- Coordinate with vendors to arrange for repairs and renovations to be completed
- Work with finance staff to bill residents for rent payments, collect rent from residents, and deposit funds
- Pay bills on time
- Collect, bill, and reimburse security deposits

- Conduct annual apartment inspections to ensure rental units are in compliance and providing a safe and sanitary environment
- Conduct regular inspections of the property to ensure it in good condition
- Responsible for creating and submitting all required reports
- Develop, recommend and implement department policies and procedures
- Maintain good working relationships with Office for the Aging, Mountain Lake Services and other organizations and agencies that support Lee House residents.
- Receive and respond to inquiries, concerns, complaints and requests for assistance
- Perform general administrative work, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving data, conducting and attending meetings, etc.
- Stay current on relevant regulations
- Order building supplies
- Other duties as assigned.

Required qualifications:

- Associate's degree from accredited school plus two years related experience
- Strong Microsoft Office and database skills
- Possess the Star Rural Development Certification or pass within three months of start
- Own a reliable vehicle and valid NY State Divers License or possess reliable transportation to/from work
- Must be able to pass background check

Preferred Qualifications:

- Three or more years of experience in property management
- Experience working with seniors or individuals with disabilities

Compensation & Benefits:

Hourly rate for this position is \$18-\$21, 20 hours per week

Benefits: Adirondack Roots employees receive a retirement benefit comprised of a contribution to a SEP-IRA account with no match required. Part-time employees receive generous Paid Time Off each calendar year and 13 holidays - 12 fixed and 1 floating, depending on work schedule. The Adirondack Roots office is closed between Christmas Day and New Year's Day. As a NeighborWorks chartered member, Adirondack Roots offers access to high-quality professional development opportunities.

To Apply: email a resume, brief cover letter explaining your interest in the position and list of three references to: info@adirondackroots.org with "Property Manager Position" in subject line.