



Urban League of
Greater Miami, Inc.

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2121 NW 2nd Ave, Suite 203
Miami, FL 33127

(305) 696-4450

Job Title: Property Manager — HUD Section 202/PRAC Housing

Position Summary

The Property Manager is responsible for the overall administration and successful operation of a HUD Section 202/PRAC property, ensuring compliance with HUD regulations and all applicable federal, state, and local laws while maintaining high occupancy, financial performance, and quality resident services. This role manages staff and vendor relationships, leasing and occupancy operations, property maintenance, financial reporting, and resident relations (including supportive services referrals as appropriate).

Essential Duties & Responsibilities

1. Property & Operational Management

- Oversee daily property operations and ensure property is well maintained, safe, and compliant with HUD requirements.
- Monitor and coordinate unit turnover, maintenance requests and inspections.
- Ensure optimal occupancy levels, conduct unit tours, and process applications timely.

2. Leasing & Resident Management

- Manage leasing process, move-ins and move-outs.
- Conduct annual and interim income recertifications and eligibility determinations in accordance with HUD/PRAC rules.
- Administer waiting lists and ensure units are leased to eligible applicants.
- Provide orientation for new residents on leases, property policies, and resident responsibilities.

3. Compliance, Reporting & HUD Regulations

- Ensure property operations comply with all HUD program requirements (Section 202, PRAC, fair housing, etc.), including:
 - Documentation,
 - Resident files
 - Reporting requirements (e.g., HUD 50058 or equivalent tenant data reporting).
- Prepare and submit required federal/state/local reports, surveys, and operational documentation.

4. Financial & Budget Oversight

- Collect rent and manage resident accounts, track delinquencies, and implement collection procedures when necessary.
- Participate in the development and monitoring of the annual property operating budget; review monthly financials and control expenses.
- Prepare purchase orders and invoices following agency policies.

5. Staff Supervision & Training



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- Supervise, train, and evaluate property management and support staff.
- Conduct performance evaluations, foster team development, and ensure staff adherence to policies and regulations.
- Complete and maintain all mandated training on a timely basis.

6. Maintenance & Vendor Coordination

- Coordinate and prioritize maintenance work orders and vendor services; monitor service contracts.
- Conduct regular property inspections (including unit, common areas, and grounds) and ensure timely corrective actions.

7. Resident Relations & Support

- Serve as the primary contact for resident concerns, complaints, maintenance requests, and conflict resolution.
- Promote resident retention and community engagement; refer residents to supportive services when applicable.

8. Legal & Lease Enforcement

- Enforce lease agreements; issue notices for lease violations and delinquency; represent the property in housing court or administrative proceedings if required.

9. Other Duties as Assigned

- Perform any other duties as deemed necessary to support the effective operation of the property and the organization.

Qualifications

- Associate's degree required.
- Experience in property management, affordable housing, HUD multifamily programs, or related compliance.
- Knowledge of HUD regulations, federal fair housing laws, and property operations.
- Strong organizational, communication, and leadership skills.
- Proficiency with property management software and Microsoft Office suite.
- Valid driver's license and ability to travel between sites if applicable.

Work Environment

- Full-time, onsite
- May require some evenings, weekends, or on-call availability for emergencies or special events.
- Reports to Vice President of Housing Empowerment

Salary



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\$55,000 - \$60,000 Annually