

**POSITION TITLE:** Portfolio Manager I **Revised:** February 2010  
**Reports to:** Senior Portfolio Manager  
**Position Type:** Exempt monthly salary, full time 40 hours per week.  
**Hours:** Full time, Monday through Friday, 8am to 5pm  
**Compensation:** \$35,000 to \$40,000 (DOE)

### **Duties and Responsibilities**

The Portfolio Manager I is responsible for directing all phases of building operations, including responding to any emergencies in a manner that conveys confidence in both the employee and the tenant for a small portfolio of buildings.

The Portfolio Manager I will work closely with the Senior Portfolio Manager, Resident Managers, Asst. Resident Managers and maintenance staff.

### **Duties:**

- Supervision of staff including training, performance reviews, promotions and terminations
- Participate in the hiring process for Resident and Assistant Resident Managers.
- Process evictions, which includes processing all necessary paperwork, serving notices and attending court hearings
- Inspect and approve all onsite the work completed
- Responsible for the day-to-day financial management of the properties and maintenance of all necessary financial records and files
- Assist with securing proposals for repairs and replacement work beyond capability of staff
- Review and approve month end reports for accuracy and completeness before submitting to accounting
- Review AR's monthly with RM to ensure rents are collected.
- Approve purchases, audit and approve all invoices in a timely manner for payment
- Review and approve timesheets
- Meet with vendors and/or MSP staff to review estimates of work orders with the authority to approve expenditures
- With assistance from SPM, develop and coordinate the implementation of buildings annual income and expense budgets
- Respond to calls and inquiries from customers, residents, employees and vendors
- Coordinate unit preparation with Resident Managers and MSP
- Coordinate and supervise re-certifications with RM and Compliance Manager.
- Responsible for the supervision of all maintenance programs relating to the interior and exterior condition and appearance of the property
- Advise SPM and/or Maintenance Supervisor on building equipment, appliances and inventory needs.
- Participate in annual inspections, report maintenance and repair needs in common or private areas to MSP.
- Coordinate implementation of the Preventive Maintenance Plan for the assigned buildings.
- Other duties as assigned

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

- High School Diploma or GED.
- One year of property management experience.
- One year of supervisory experience
- Strong understanding of the Landlord tenant act, and Fair Housing law.
- Strong oral and written communications skills in English.
- Valid driver's license with clean driving record and valid automobile insurance. Must own or have access to reliable transportation for regular use on the job.
- Intermediate skill with Microsoft Office applications (Word, Excel and Outlook).
- Ability to problem solve independently and demonstrated ability to meet deadlines
- Knowledge of routine building maintenance.
- Experience working with a diverse populations. The ability to work effectively with people of diverse personalities, cultures and communication styles.
- Ability to work in a team environment.
- Self starter with the ability to organize time efficiently and prioritize tasks

**Desired Qualifications:**

- Knowledge of Boston Post software a plus.

Candidates selected for this position must pass a criminal history background and credit background check prior to employment with Capitol Hill Housing. Capitol Hill Housing is an Equal Opportunity Employer

**Work Environment:**

Work is performed primarily in the CHH main office, which is non-smoking, subject to temperature variations in both cold and hot weather, and has low natural light in some sections of the space. The office can be reached by a ramp. Work areas are close together, requiring the ability to work with surrounding activity and noise. Workstations are ergonomically outfitted. The CHH Safety Committee and Administrative staff monitor operations for potential hazards. Employees are expected to perform their work in such a manner as to eliminate or reduce any potential hazards to an acceptable level. A suggestion box is available for input from all employees regarding safety and the work environment. Employees must bring all actual or potential hazards immediately to the attention of their supervisor.

All employees at CHH are employees at will. The job description outlined above is not intended to represent an absolute or final list of all elements, activities or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position.

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**To apply please submit a resume and a cover letter to:**

Email: [resume@chhip.org](mailto:resume@chhip.org) or mail to:

Resumes  
Capitol Hill Housing  
1406 Tenth Ave. Suite 101  
Seattle, WA 98122

Please visit our website: [www.chhip.org](http://www.chhip.org)