Job Title: Assistant Property Manager
Department: Asset Management
Reports To: Associate Regional Property Manager
Position Classification: I-n
Approved Date: 1/28/2026

Position Summary:
Under the direction of the Associate Regional Property Manager, the Assistant Property Manager supports Loveland Housing Authority's (LHA) mission to provide low- and moderate-income residents of Loveland with opportunities for home and community. This position holds full accountability for a property portfolio (typically 50-100 units, approximately 60-75% of time) while dedicating 25-40% of time to supporting the Property Manager team with coverage, overflow work, and special projects. This developmental role is designed to build comprehensive property management skills through hands-on experience and mentorship.

Essential Job Functions:

- Portfolio Management Responsibilities:
  - Manage and maintain full accountability for day-to-day operations of assigned properties, including rent collection, lease enforcement, and property maintenance coordination.
  - Meet all performance metrics and targets at assigned properties, such as vacancy turns, rent increases, recertifications, collection rates, financial goals etc.
  - Serve as primary point of contact for residents, addressing inquiries, concerns, and maintenance requests promptly.
  - Make independent management decisions for assigned portfolio, seeking guidance from Associate Regional Property Manager on complex matters such as legal issues, reasonable accommodation requests, or unusual policy situations to continue developing expertise.
  - Ensure Fair Housing is adhered to consistently across assigned properties.
  - Enforce all lease documents including the executed lease, house rules and other addenda.
  - Maintain electronic and paper files for assigned properties.
  - Comply with state and federal regulations, complete routine property inspections for audits, maintenance and resident files with collaboration from Asset Management team.

- Property Manager Support Responsibilities:
  - Provide backup property management coverage during PM vacations, sick leave, or peak workload periods, managing additional properties on a temporary basis.
  - Assist Property Managers with overflow work during busy seasons including move-in/move-out coordination, lease renewals, and recertification periods.
  - Support Property Managers with special projects such as lease renewal campaigns, policy implementation, process improvement initiatives, and vendor management coordination.
  - Participate in cross-property meetings and initiatives to gain exposure to diverse property types and management approaches.
  - Assist with preparation and submission of reports such as NextGen, TRAC, PIC, and MINCS as needed to support the Property Manager team.

- General Responsibilities:
  - Change and update database and computer systems as required and recommended by software providers.
  - Coordinate with outside agencies and partnerships that contribute to the LHA mission.
  - Maintain an active role as a member of the Asset Management department through meeting attendance and participation as a team member for both Asset Management and LHA.
  - Provide residents with timely, accurate and complete information in a professional, helpful, and concerned manner.

- Maintain applicant and resident confidentiality.
- Assist with standardization and documentation of department processes.
- Attend applicable training courses to ensure continued knowledge in programs and regulations, actively developing property management expertise through mentorship and hands-on experience.
- Assist office staff by covering the front desk during breaks and lunches as needed.
- Perform other duties as assigned to support the Asset Management team.

Knowledge, Skills, and Ability:

- Must be able to demonstrate the ability to prioritize duties, adhere to deadlines, and utilize effective conflict resolutions skills with a high degree of tact and diplomacy.
- Must have knowledge of office practices, procedures, and equipment.
- Must be technology proficient. Required use of LHA computer systems and software including Microsoft Office Suite (Word, Excel, Outlook etc).
- Must be able to read and interpret policies and guidelines to make sound decisions.
- The ability to use positive communication skills to establish effective working relationships and interact with a diverse population of residents, LHA staff, other professionals, outside agencies and community members.
- Demonstrates commitment to continuous learning in property management and proactively seeks mentorship and professional development opportunities.
- Takes ownership of assigned responsibilities while remaining open to feedback and coaching from senior team members.

Core Competencies:

Teamwork	Responsiveness	Collaboration	Attention to detail
Professionalism	Organizational skills	Innovation	Problem solving skills
Integrity	Active listening	Trust	Positive attitude

Education and/or Experience:

• High School diploma required; related college education preferred.

• One to three years' experience with low-income housing programs (e.g., LIHTC, HUD, USDA, etc.) preferred; or equivalent combination of education and relevant customer service or administrative experience. Previous property management, leasing, or housing program experience strongly preferred.

Driver's License, Background Check:

• Must possess and maintain a valid Colorado driver's license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers.

•A criminal history and motor vehicle background check is required.

Working Environment:

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently. Occasionally work will be performed in the field, which may include navigating properties and inclement weather. Work is generally completed during normal office hours but may occasionally include evenings and weekends.

This job description is not an exhaustive list of all duties, responsibilities, or qualifications associated with the job.