



Job Description: Property Manager – Springtown Villa

San Marcos Housing Authority
1201 Thorpe Lane
San Marcos, TX 78666
www.smpa.org

Department: Project-Based Section 8

Reports To: Executive Director

Location: Springtown Villa Apartments, San Marcos, Texas

Position Type: Full-Time, On-Site

Position Summary

The Property Manager for Springtown Villa, a 60-unit senior and disabled Project-Based Section 8 community, is responsible for the day-to-day operations, compliance, and resident relations of the property. This is a one-person office requiring a highly organized, self-motivated professional capable of independently managing all aspects of property operations, HUD compliance, leasing, and resident support services.

Essential Duties and Responsibilities

- Oversee all daily operations of Springtown Villa in accordance with HUD, SHCC, and SMHA policies.
- Administer all leasing activities including applications, screening, waiting lists, and move-ins.
- Perform annual and interim recertifications and ensure compliance with HUD regulations.
- Collect rents, issue receipts, and maintain accurate financial records.
- Prepare required reports and documentation for SMHA, SHCC, and HUD.
- Coordinate maintenance work orders and inspect units for compliance and safety.
- Maintain organized resident files, ledgers, and property records.
- Serve as primary point of contact for residents and promote a respectful community environment.
- Issue notices and enforce lease provisions as needed.
- Ensure compliance with HUD Handbook 4350.3, EIV requirements, and Fair Housing laws.
- Participate in audits, inspections, and Management and Occupancy Reviews (MORs).

Knowledge, Skills, and Abilities

- Strong knowledge of HUD Project-Based Section 8 regulations and procedures.

- Ability to work independently and manage all aspects of a one-person office.
- Excellent organizational, recordkeeping, and communication skills.
- Proficiency in Microsoft Office and housing management software
- Experience working with senior and disabled populations.
- Professional, patient, and compassionate approach to resident relations.

Minimum Qualifications

- High school diploma or equivalent required.
- Minimum of 3 years of experience in property management, preferably in affordable or HUD-assisted housing.
- Certified Occupancy Specialist (COS) or equivalent certification preferred (or willingness to obtain).

Working Conditions

This position operates on-site at Springtown Villa Apartments and involves regular interaction with residents, vendors, and contractors. Some lifting of files or supplies up to 25 lbs. is required. Regular business hours Monday through Friday, with occasional evening meetings as needed.

Compensation and Benefits

Salary commensurate with experience and qualifications. Benefits include health insurance, retirement plan, paid holidays, and vacation in accordance with SMHA policy.

How to Apply

Interested applicants should submit a cover letter, resume, and professional references to:

San Marcos Housing Authority
Attn: Lana Wagner
1201 Thorpe Lane, San Marcos, TX 78666
Email: lane@smpha.org
Website: www.smpha.org

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