

JOB DESCRIPTION

POSITION: **RESIDENT MANAGER**
SALARY RANGE: \$15.00 \$18.00 per hour DOE
SUPERVISOR: Executive Director
% OF TIME: Full Time

GENERAL STATEMENT OF RESPONSIBILITIES:

Responsible for leasing dwelling in accordance with policies and procedures of the Agency.

Responsible for assisting the Executive Director in maintaining the physical asset and maximizing the financial returns from the asset in accordance with the Board objectives.

Assist the Executive Director with special projects and administrative tasks.

Ensures compliance with Agency policies and procedures.

RELATIONSHIPS:

Reports to the Executive Director.

Maintains relationships with all residents, ensuring consistent application of property policies.

Maintains relationships with all other departments including maintenance, fiscal and development.

Maintains relationships with clients, the community, suppliers, vendors, and professionals servicing the Agency and property.

RESPONSIBILITIES:

The activities listed below are not all inclusive, however they are indicative of the types of activities normally performed by the Resident Manager.

Establishes rapport and determines needs of each prospective resident.

Prepares all rental applications and lease forms accurately and in compliance with Agency policies, and responsible for tenant selection screening.

Performs background check on prospective residents and places them on waiting lists as per Agency policies or notifies them of the grounds of the rejection.

Maintains rent roll and implements rent collection policies and programs.

Supervises move-in and move-out procedures.

Prepares monthly occupancy reports for the Board of Commissioners.

Make recommendations for physical repairs and/or replacement.

Regularly inspects RVIHA grounds and residences and provides corrective action reports based on findings, and conducts routine housing inspections.

Perform accurate and thorough income verifications and subsequent eligibility/rent determination.

Responsible for the resident complaint log and effectively resolving issues and complaints.

Responsible for tenant counseling and selection screening.

Required to travel when necessary to fulfill Authority business.

Must attend all regular and special (when requested) meetings of the Board.

Any other related duties as assigned by the Executive Director.

QUALIFICATIONS:

High School graduate or GED equivalency.

(3) three years of leasing or resident property management experience preferred but required.

Must have good positive communication skills.

Ability to interact with a wide range of people is essential.

Attentive to details.

Must be able to maintain confidentiality.

Must be able to emphasize and understand the housing needs of the Indian community.

Must be able to remain calm, centered and non-violent.

Knowledge of computer operations and software programs i.e. Microsoft 2000, Excel, Quick Books.

Must possess a valid California Drivers License.

Must be willing to take and pass random drug testing.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.C. Code Sections 472 and 473). In other than the above the Round Valley Indian Housing Authority is and equal opportunity employer.