

Site Manager –

Assists the Director of Property Management with managing all agency and CHMS owned and/or operated properties. This position will be assigned specific hours at the above referenced properties (as well as any other properties owned and operated by AH&D as needed) and will be responsible for performing duties identified in the key functions below.

Supervisor: Properties Supervisor

Education/Qualifications:

- Must possess Associates Degree (A.A.) from a two-year college or university; or six months to one-year related experience and/or training; or equivalent combination of education and experience.
- Must have ability to calculate figure and amounts such as discounts, interest, commissions, proportions, percentage, area, circumference and volume. Must be able to apply basic algebra and geometry concepts.
- Highly motivated, well organized, empathetic individual. Position continually requires demonstrated poise, tact and diplomacy.
- Must possess and be able to demonstrate good oral and written communication and listening skills. Must be able to apply commonsense factors.
- Basic computer software knowledge (i.e. word processing, work orders, Microsoft Outlook).
- Valid driver's license, insured, and reliable transportation

Key Job Functions:

- Screen and conduct interviews with all potential tenants/applicants; Maintain and update a waiting list of potential tenants.
- Ensure that all applicants are qualified and certified; Conduct an annual recertification of tenants. Special attention must be paid to eligibility criteria for each individual property, i.e., LIHTC, RD and Section 8.
- Assist the Director of Property Management in his/her efforts to market and advertise the projects in keeping with specific management agreements and as necessary. This includes, but is not limited to sending out applications, taking telephone inquiries, organizing tours, etc.
- As assigned and approved by Director of Property Management, prepare leases, and have tenant's sign. Ensure that rent payments are made by tenants. Collect security deposit payment as per agreement with tenant. Collect and reconcile laundry money.
- Maintain and update all records associated with the properties on an accurate and timely manner. Comply with all funder recordkeeping and reporting requirements.
- Persistently identify items and issues at the properties that need maintenance and/or repair, refer these items/ issues to the attention of the Maintenance staff.
- Assist in budget preparation as requested.
- Responsible for maintaining the properties to ensure that the health and safety of each tenant is ensured.
- Responsible for reporting any unsafe situations to the Director of Property Management.
- Prepare reports and forms that are required by Rural Development, DHCR, and LIHTC on schedule.
- Must comply with all funding source regulations.
- Responsible for performing other job duties as assigned. Fosters respect and trust. Supports a harassment /hostile free work environment.

Arbor Housing and Development Expectations:

- Assumes a role model posture, demonstrating *Arbor Housing and Developments Standard of Acceptable Behavior* in every client/ peer / supervisor-coordinator encounter;
- Adheres to Work Schedule/ Attendance and Punctuality as stipulated in Arbor Housing and Development Personnel Policy Manual, *current version*;
- Communicates regularly with Director of Property Management or designee on program events, needs and concerns;
- Accepts the responsibility of effectively discharging their role as Site Manager within the Property Management Program under the expectation of Arbor Housing and Development's standards of work performance, which encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with all policies and procedures;
- Drives agency vehicle as required, conducting agency business.

Physical Demands / Environment

- Continuous mental and visual attention required
- Frequently lift, move, carry, push or pull up to 25 pounds
- Frequent physical activity includes bending and reaching, standing and walking.
- Using fingers to handle, or feel; reach with hands and arms.
- Frequently climb stairs and ladders; balance; stoop; kneel; and crouch.
- Professional Office Setting