Memo

To: Program Directors

From: Sarah Childress

Date: August 8, 2019

Re: Position Openings

These positions are currently open**.** Please forward this to your employees. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: Apartment Manager Specialist

**Location:** Sevier County

**Program:** Affordable Housing

**Position Summary:** Oversees all aspects of apartment complex such as maintenance, assisting possible new tenants and current tenants, maintain required paperwork and collects rent.

**Duties and Responsibilities:**

* Maintains facility in a clean and safe condition, ensures that all repairs are completed as needed, grounds are maintained and facilities are secure.
* Completes and maintains appropriate paper work and files on tenants, including rent collection charts and purchasing accounts.
* Maintains confidentiality of tenant and complex records.
* Assists all who wish to apply for tenancy at a complex.
* Ensures that facility is in full compliance with all federal, state and local ordinances, regulations and codes.
* Actively communicates with all tenants and provides a minimum amount of assistance to make sure they are maintaining normal health habits.
* Coordinates transportation, resident activities and social services as needed.
* Collects, records and deposits rent and security deposit money according to Agency financial procedures.

**Education:**

* High school diploma or GED required.

**Experience and Skills Requirements:**

* One-year previous work experience with apartment management procedures and systems.
* Computer literacy, including strong word processing, spreadsheet and internet skills.
* Ability to deal tactfully with the public, tenants and co-workers, and to exercise good judgement in evaluating situations and making decisions.

**Hours and Benefits:** Part-time; Non- Exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: Apartment Manager Specialist, P.O. Box 1218, Morristown, TN 37816. EOE.