

Memo

To: Program Directors

From: Sarah Childress

Date: June 1, 2021

Re: Position Opening

This position is currently open. Please forward this to your employees.

JOB TITLE: Apartment Manager Specialist

LOCATION: Sullivan Co.- Kingsport

PROGRAM: Affordable Housing

POSITION SUMMARY: Oversees all aspects of apartment complex such as maintenance, assisting possible new tenants and current tenants, maintains required paperwork and collects rent.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- 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 proper paper work and files on tenants, including rent collections 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.
- Completes appropriate paperwork for residents' move-ins, move-outs, and recertification.

- Prepares work orders for maintenance on a regular basis and in preparation for REAC inspections or management reviews.
- Works with Central Office staff in marketing efforts and in submitting required monthly reports.
- Conducts apartment inspections twice each year to include plumbing inspection, checks smoke alarms, refrigerator coils and ovens for overall cleanliness and workability.
- Walks through property each week to check for needed repairs.

ROLE QUALIFICATIONS:

Education Requirements: Associates degree preferred. High School diploma or GED required.

Experience Requirements:

- One-year previous work experience with apartment management procedures and systems.

Other Knowledge, Skills and Abilities

- Computer literacy, including strong word processing, spreadsheet and internet skills.
- Ability to work with program software.
- 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 or email to awhite@douglascherokee.org.