

Memo

To: Program Directors
From: Sarah Childress
Date: September 17, 2020
Re: Position Opening

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

Job Title: Apartment Management Specialist

Location: Overton 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 paperwork and files on tenants, including rent collections charts and purchasing accounts.
- Maintains confidentiality of tenant and complex records.
- Assists all who wish to apply 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.

Education Requirements:

- Associates degree preferred. 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 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: Full-time; Non-exempt

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