

ALBANY COUNTY RURAL HOUSING ALLIANCE

POSITION DESCRIPTION

SITE MANAGER  
(Acton Civil)

Qualifications: Candidate must have experience working in a senior environment and be familiar with the needs of elderly. Must be able to type and have a working knowledge of computers. Experience with general office equipment, organized, and able to handle the day to day office operations of the complex.

Duties: Under the direct supervision of the Executive Director/General Manager, responsible for the day to day management of the on-site office. These duties include but are not limited to:

1. Interviewing and determination of eligibility of prospective tenants. Assist applicants with appropriate forms needed for verifications of eligibility. Process forms for verifications.
2. Notify applicants in writing when verification process has been completed as to eligibility, on waiting list, rejected and reasons why.
3. Show apartments to prospective tenants and instruct them as to proper use of appliances, thermostats, windows, etc.
4. Review and complete lease, tenant certifications, and all attachments with tenant.
5. Collection of rents, security deposits. Deliver rents and deposits to the Manager's office in a timely fashion.
6. Maintain files.
7. Maintain master list of all apartments as to lease schedules, preventative maintenance work schedules, etc.
8. Perform annual recertifications in accordance with rules and regulations.
9. Inspect apartments upon vacancy to determine condition of apartment. Make arrangements with maintenance personnel to have apartment cleaned if necessary.
10. Refer all major complaints to the General Manager.
11. Maintain a Petty Cash fund.
12. Other duties as required.

Equal Opportunity Employer