



## **Job Posting Site Manager**

**Worksite Location:** Cascade Locks, OR

**Work Schedule:** Full time at 36 hours per week

**Compensation:** Starts at \$19 / hour plus 3% additional pay for bilingual employees. Includes 2-bedroom apartment with all utilities paid.

**Reports to:** Property Manager

**Application Deadline:** Open until filled

### **Why work at Mid-Columbia Housing Authority and Columbia Cascade Housing Corporation?**

Because you have a desire and shared mission to promote adequate and affordable housing and a suitable living environment, free from discrimination to those who have barriers due to income or disability. We work as a team toward our mission with passion and empathy for those who have been marginalized and underserved. If you like to work in a collaborative environment – this is the place for you!

**Job Summary:** The Site Manager is responsible for the day-to-day operations of four properties totaling 48 units: three with funding by USDA Rural Development, and one with funds through the HUD 202 program. The properties are located in Cascade Locks in Oregon, and Stevenson and Carson in Washington.

### **Job Duties:**

- Maintain regularly scheduled office hours.
- Ensure that all rental agreements, leases and other rental forms are correctly completed and filed.
- Maintain organized file system for resident information. File and maintain resident records. Enter and update resident information in Yardi.
- Responsible for collection of rent, maintenance of petty cash, proper deposit and accounting of monies collected in the manor specified by CCHC.
- Post rent increase notices. Track and implement when scheduled.
- Responsible for issuance and timely processing unpaid and late rent notices.
- Maintain waiting list files of eligible applicants and files of removed / rejected applicants.
- Interview and income qualify prospective residents per CCHC's Tenant Selection Plan.
- Make sales presentations by phone or in person to applicants including showing apartments when necessary.
- Inspect rent-ready units and coordinate with maintenance staff to correct deficiencies.
- Help applicants prepare and process Rental Applications.
- Carry out Move-in and Move-out inspections.
- Comply with all State and Federal requirements to maintain compliance with government regulations for the project.
- Understand and apply requirements of Fair Housing Laws with applicants and residents.
- Prepare and send monthly annual recertification letters, including scheduling annual recertification and inspections. Make sure that the annual recertifications are completed and submitted in a timely manner.
- Transfer over/under housed residents by moving residents to properly sized housing units.
- Maintain a resident key box and change locks out at turnover of unit.
- Perform regular property inspections to endure visual appeal of property and maintain hazard-free conditions. Alert maintenance to needed repairs.

- Address maintenance emergencies promptly, responding to after-hour calls.
- Report safety hazards to Property Manager.
- Manage and direct maintenance staff with guidance from the Property Manager.
- Responsible for maintaining work order log and filing work orders accordingly.
- Maintain incident Log when on or off duty.
- Promote harmonious relations among tenants, employees and the community.
- Work with Social Service agencies to coordinate services to promote resident stability and growth.
- Oversee use of Community Room for residents and community use.
- Complete individual time sheet monthly basis and forward to Property Manager for approval.
- Regular and reliable attendance during scheduled hours.
- Perform other duties as assigned.

### **Desired Education and experience:**

Valid driver's license, insurance and reliable vehicle

Minimum 2 years of property management experience, business administration, affordable housing compliance or any equivalent combination of education and experience.

Knowledge of Yardi software a plus.

### **Benefits:**

- Generous paid time off (Vacation, Sick, Administrative Leave, 11 paid Holidays)
- Excellent Medical, Dental, Vision, Life and Long-term disability coverage 100% paid by employer
- \$350 per month contribution into a 457 deferred compensation plan with ROTH option or flex spending account (health or dependent care)
- Training Opportunities
- Employee Assistance Program
- Flexible work schedule to encourage work-life balance
- As a public employer, our team members are eligible for Public Service Loan Forgiveness

The job description is listed on MCHA's website ([www.mid-columbiahousingauthority.org](http://www.mid-columbiahousingauthority.org)). Interested candidates shall e-mail cover letter and resume that demonstrates minimum qualifications to [info@mid-columbiahousingauthority.org](mailto:info@mid-columbiahousingauthority.org) with "Site Manager" as the subject line prior to the position closing.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**We are an Equal Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability and any other characteristics protected by applicable law. We appreciate differences and create opportunities for our team to interact with people who do not look like, talk like, think like, believe like, act like or live like they do.**

**Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are seeking the best candidate for the position and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job and believe you would be the best fit we encourage you to apply. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.**