

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Rising Images Assistant Development Manager

NON-EXEMPT

SUPERVISOR: Development Manager

Duties and Responsibilities

Employee is responsible for keeping accurate property records, for seeing to it that available space is leased, tenants are retained, and property is effectively maintained within budgeted parameters.

Primary Responsibilities

Assist manager/acting manager (Assist Development Manager as requested and perform duties of Development Manager in his/her absence.)

DUTIES:

1. Assist Property Manager with resident renewals
2. Help resolve resident disputes and problems.
3. Help with gathering data for preparation of annual property budget.
4. Supervise and direct staff in absence of Property Manager.
5. Schedule make-readies to prepare units for new residents.
6. Schedule outside make-ready services as needed and budgeted.
7. Inspects units to ensure readiness and adherence to company standards.

KEEP CURRENT RESIDENTS SATISFIED

DUTIES:

1. Take calls for maintenance requests from residents.
2. Call back residents to check on maintenance performed.

3. Purchase necessary parts, supplies, and services that are within budget.
4. Perform after hours “on call” duties as required.
5. Help plan and direct social activities.

COLLECT RENTS AND SECURITY DEPOSIT

DUTIES:

1. Collect all rents and security deposits.
2. Post rent and miscellaneous income receipts.
3. Notify residents who are delinquent in paying.
4. Initiate eviction procedures for residents.
5. Maintain accurate records of rent collections.
6. Ensure that monies collected are deposited daily.
7. Record the time and date of collections.
8. Posting and follow-up of NSF checks.
9. Turn over bad debts to collection.

PREPARE REPORTS AND PAPERWORK

DUTIES:

1. Gather information and computer reports in a timely and accurate manner.
 - Computation Report
 - Move-Out Report
 - Vacancy Report
 - Traffic Report
 - Weekly Activity Report
2. Periodically audit lease files for accuracy.
3. Process Status Change forms.
4. Processes purchases orders and invoices and send to accounting.

LEASING PROPERTY (Meet budgeted earnings by assuring that units are leased.)

1. Produce a pool of prospective residents.
2. Make appointments with prospects.
3. Qualify prospects.
4. Sell them on the features of the property.
5. Close the lease.

6. Process lease applications and all paper work associated with generating a lease.
7. Insure the timely move in of new residents.
8. Generate new leases through working with local employers, locators, and current residents.
9. Complete market surveys.

SKILLS, KNOWLEDGE AND PERSONAL CHARACTERISTICS

The following skills, knowledge, and personal characteristics are desirable for job success.

- Experience in managing multi-family properties
- Bookkeeping experience
- Ability to communicate effectively
- Ability to sell
- Preference for working with others
- Ability to assert yourself
- Preference for detail work
- Ability to work well under pressure
- Self-motivation and self-direction
- Ability to work without direct supervision

PHYSICAL DEMANDS

Work Conditions: Extensive walking and climbing stairs, frequent sitting, and computer use. Stooping and kneeling, light lifting and carrying. Moderate stress.

Physical Requirements: Extensive mobility and good physical condition

WORK ENVIRONMENT

Primarily inside, secondarily outside. Work around traffic areas and slippery and uneven walk areas. Exposure to dust, insects, animals, weather, and the general public.