

# CommunityWorks ND

## MFH Site Manager – Part Time

### Job Description

**Job Description:** The purpose of this job is to insure the day to day operations of the assigned multi-family housing property is completed efficiently and timely.

This position is regular part time (no more than 20 hours a week) and reports to the MFH Director.

#### **General Responsibilities:**

- Attracts tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units.
- Contracts with tenants by negotiating leases and collecting security deposit.
- Accomplishes financial objectives by collecting rents and working with tenants to continue staying current
- Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and assuring the completion of repairs, and contracting with landscaping and snow removal services
- As needed, cleaning and upkeep of the property will be completed either as main task or between contract cleaning to assure internal/external curb appeal.
- Maintains building systems by facilitating to have contracting for maintenance services and supervising repairs.
- If applicable, secures property by contracting with security patrol service, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
- Enforces occupancy policies and procedures by confronting violators.
- Be efficient in working with the affordable compliance software and utilize to full extent
- Cooperation with owners, governments agencies, and law enforcement in enforcing all policies including eviction.
- Delivery and posting of all required notices in a timely fashion

#### **Accounting:**

- Deposit in a timely fashion (within 24 hours of receipt) any rents or laundry income
- Communicate all details of deposit to main office for entry to ledgers.

#### **Reporting and Compliance**

- Work with Compliance Department on monthly and unscheduled tenant recertifications.
- Assist the tenants in completing their annual certification paperwork in the required timeframes given by the governing agencies to assure its timely completion.

#### **Requirements:**

##### **Education & Experience:**

- High School diploma or G.E.D. equivalent is required.
  - Required training within 6 months of hire:
    - Fair Housing Trainings
    - Boston Post Training

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- Training of equipment use (check scanner, cameras, printer, copier)

***Abilities & Skills***

- Basic computer literacy, which includes Outlook and Word. Required software that will need to be utilized is Boston Post.
- Must possess good interpersonal and communication skills for relating effectively with others within and outside the organizations
- High level of attention to detail and accuracy
- Discretion and trustworthiness
- Excellent written and verbal communication skills; analysis and problem solving skills
- Good organizational skills and ability to manage multiple priorities and change priorities quickly if necessary

Interested parties should submit a resume and references to Brent Ekstrom, Executive Director of Lewis & Clark Development Group at [brent@lcdgroup.org](mailto:brent@lcdgroup.org) with the subject line “MFH Site Manager Application - Williston”.