

MEDINA METROPOLITAN HOUSING AUTHORITY
An Equal Opportunity Employer
JOB DESCRIPTION

Job Title:	Community Manager
Supervisor:	Housing Manager
Employment Status:	Full-time, Non-Bargaining Unit Position
FLSA Status:	Non-Exempt
EEO Job Category:	1.2 - First/Mid-level Officials and Managers
Positions Supervised:	Management Assistant – Resident Services

Job Summary: Performs varied property management activities, including initial & continued eligibility determination, operating & capital budget preparation, lease enforcement activities, wait list oversight, and other property management duties for all Authority managed developments in a specific geographic region of the Authority's jurisdiction; position requires significant accountability in meeting the developments' annual operating and compliance goals

Duties and Responsibilities:

- Determines initial and continued eligibility for all residents at Housing Authority developments in a specific geographic region
- Oversees the maintenance of resident files including eligibility data, rent calculations, correspondence, case notes, and other relevant information
- Prepares operating & capital budgets for each development in the assigned geographic region & is responsible to meet budget goals through procurement and other decisions (e.g. budget revisions, funds transfers, etc.)
- Monitors residents' lease compliance and takes appropriate action to enforce lease provisions including correspondence, repayment agreements, evictions, and collection activities; authorizes initial lease violation investigations
- Generates and tracks work orders in conjunction with the Maintenance Department's personnel
- Determines the need for inspections at all developments in the assigned jurisdiction and schedules inspections in conjunction with Maintenance Department
- Establishes appropriate resident services in consultation with other Housing Team Members at each development in the assigned jurisdiction
- Manages the wait list to assure leasing goals (i.e. occupancy) and production standards (i.e. unit turnaround schedules) are met; markets the developments in the assigned jurisdiction
- Prepares reports to assure program and funding compliance including computer systems DEVCO, PHA-Web, TRACS, EIV, and other programmatic requirements
- Performs other duties as assigned

Skills and /or Experience:

- Undergraduate degree in Business Administration or similar field preferred; high school diploma with supplemental coursework in office procedures required
- Certification or the ability to secure certification as a Specialist in Housing Credit Management (SHCM) within six months of hire

- Minimum two years of experience in a similar work environment
- Familiarity with basic bookkeeping practices; strong written and presentation communication skills
- Solid computer literacy in Microsoft Office Suite software with demonstrated competence in word processing and spreadsheet preparation
- Strong ability to work independently; must be able to recognize and maintain client confidentiality
- Sensitivity to persons across diverse cultures and economic backgrounds

Inherently Hazardous and/or Physically Demanding Working Conditions:

- The essential functions of this job require the encountering of irate clients or individuals and be exposed to environmental factors including cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, and may involve lifting of up to 40 pounds

Additional Requirements:

- Must successfully undergo a criminal background check
- Must possess a valid Ohio Driver's License and be acceptable to the Authority's automobile insurance provider
- Must provide proof of eligibility to work in the United States
- Must be able to deal with culturally diverse populations and perform within strict ethical standards
- This position may require additional training and travel in order to meet performance expectations

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Employee signature below signifies review and understanding of the contents.

Executive Director/Approval

Date

Employee Name (Signature)

Date

Employee Name (Print)