

**Carver County CDA  
Property Site Manager II  
Job Description**

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**EMPLOYEE NAME:**

**SUPERVISOR:** Director of Property Mgt

**EXEMPT:** No

**SALARY GRADE:** 8

**DEPARTMENT:** Properties

**DATE:** 2023

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**SUMMARY:** As the Manager of a Site Property Team, this position oversees the day-to-day operations of the property including, but not limited to: marketing, resident selection, leasing/orientation, rent collections, accounts payable, financial review, inspections, enforcing the requirements of the lease and resident handbook, and move-outs

**SUPERVISION EXERCISED:** none

**SUPERVISION RECEIVED:** As a member of the Site Property team, works under the general and/or administrative supervision of the Director of Property Management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (The listed examples may not include all duties performed by this position.)

**Marketing:**

Assist in the development of marketing tools to be used in local market publications and for distribution to businesses in the locale where future tenants may be employed. Contact local businesses on a frequent basis to establish a referral procedure. Answer or return all calls promptly providing information to all inquiries. Show units to potential residents in a positive manner. Goal is 100% occupied units.

**Resident Screening/Selection:**

Screen all applicants for criminal, credit and housing history to ensure that they quality per the property's Resident Selection Criteria. Approve or deny the applicant(s) in accordance with the established property criteria.

**Waiting List:**

Maintain a list of potential applicants from callers. Send acknowledgement thanking them for their interest and informing them they will be contacted when a unit of the size or type they are interested in becomes available. Refer potential renters to other CDA owned properties and document on a log sheet the date and time of referral.

**Leasing/Resident Orientation:**

Complete all necessary paperwork with the applicant making sure that everything is properly executed. Perform a Move-In Inspection/walk through of the unit with the tenant. Meet with the new resident(s) prior to move in for an orientation to review the requirements of the lease, assistance program (*if applicable*), and tenant handbook.

### Rent Collection:

Collect rent and make deposits daily. Maintain complete records including information transmitted to the CDA accounting department. Send late notices on the 6<sup>th</sup> of the month. Reconcile any rent payment discrepancies utilizing documents kept on site and/or with the help of the CDA accounting department. Review receivables at least weekly to make sure that they are paid as required. Process the rent roll for the next month and submit it to CDA accounting department before the end each month. File Eviction paperwork, as necessary, working with the Assistant Director. Attend Eviction Court proceedings.

### Vendor Relations and Accounts Payable:

Establishment of vendor contracts in conjunction with maintenance technician and maintenance supervisor. Code all invoices and submit to CDA weekly providing explanations when necessary. Work with vendors on any discrepancies on an invoice. Provide information to the CDA accounting department about discrepancies. Refer to the property budget on a frequent basis to make sure that spending is within established guidelines.

### Financials/Variance Reports:

Work with management on capital expenditure plan and annual site budget. Completion of variance report monthly submitted to Director of Property Management. Work with finance on a monthly basis clarifying any over/under budget items on the financial reports.

### Inspections:

Walk the property daily. Complete monthly inspections of the interior and exterior common areas and submit a report monthly to the Director. Perform the following unit inspections per the CDA inspection procedures: move-in; 45 days after move-in; annual, housekeeping; pre-move-out; and move-out. Follow-up on any housekeeping problems or unit damage as found. Do move-in and move-out inspections as required by CDA policy.

### Lease and Handbook Requirements:

Work with residents to ensure that they comply with the requirements of the lease and resident handbook. Send lease violation letters and copy to tenant file.

### Move-Outs:

Complete a move-out inspection with all vacating residents. Prepare move-out paperwork applying necessary charges to the household and submit to the CDA within five business days from the date of move-out. Monitor all revenue recapture files submitted or needing to be submitted. Inform the CDA main office if no payment or payment arrangements have been made after the 45-day period is up.

### Maintenance and Caretaking:

Work closely with maintenance and caretaking personnel to maximize site performance. Monitor the work orders for the property to ensure they are completed in a timely manner. Coordinate with maintenance staff to ensure that costs are within budget. Work with site team to ensure unit turns are completed and ready for lease-up within 5 days.

### Miscellaneous Duties:

- *If Applicable* process income certifications at move-in and meeting the required deadlines.
- Monitor certifications on an on-going basis.
- Maintain an inventory of tools and supplies for the property.
- Maintain a tracking system for inspection for the property (fire panels, extinguishers, elevator, etc)
- Send written notices to residents, as needed, in a clear, professional manner.
- Keep the site office organized and clean.
- Keep up to date on filing.
- Answer all incoming phone calls promptly and return calls within a 24-hour period. Other duties as assigned.
- Other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent; some college preferred
- 2 to 3 years rental housing management experience
- 1 to 2 years of affordable compliance experience

### **CERTIFICATES, LICENSES**

- Valid driver's license and access to reliable transportation.

### **OTHER SKILLS AND ABILITIES**

- Ability to deal tactfully and effectively with tenants of varied social and economic backgrounds.
- Ability to communicate both orally and in writing with staff, tenants, and the public.
- Computer literate.
- Ability to make independent decisions, initiate work projects, organize workload and problem solve.
- Ability to read, analyze and interpret housing documents.
- Ability to follow oral and written instructions.
- Ability to respond to inquiries or complaints from tenants in a professional manner.
- Ability to sit for long periods of time and manipulate objects using fine motor skills for extended periods.
- Ability to bend, stoop, push, pull and reach periodically and occasionally lift and carry objects weighing up to 20 pounds.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**THE CARVER COUNTY CDA IS AN EQUAL OPPORTUNITY EMPLOYER**