

RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION

**POSITION DESCRIPTION**

01-01-07

**Position Description:** Regional Manager  
**Position Classification:** Grade 42 Exempt  
**Supervisory Responsibility:** Residential staff,  
and others as assigned  
**Supervised by:** Director of Property Management  
**Work Site:** Central Office

**General Purposes and Responsibilities:**

Assist the Senior Property Manager in the planning, implementation and maintenance of the housing management program which responds to the shelter needs of tenants, the financial obligations of the agency, and the need to protect and maintain the owner's\* real property. As directed by the Senior Property Manager help ensure the Housing Management program is carried out in a manner consistent with local, state and federal laws. As directed by the Senior Property Manager supervises the assigned rental housing program staff. (\*"Owner" may also include corporations other than RCHDC to whom RCHDC provides management services under contract).

**Examples of Specific Tasks:**

Assist as directed in the preparation of the overall agencies housing management plan and individual project plans. Assist as directed in the preparation of: the operating budgets for projects. Assist as needed to monitor expenditures; Assist when required to train and supervise staff; Assist as required to ensure that property management staff acquire and/or maintain any and all state mandated real estate licenses and/or certifications; When needed assist to ensure that all property management staff acquire and or maintain any and all HUD, USDA-RD or other governmental agency certification requirements; Assist as directed to insure rents are collected; insure tenant-landlord obligations are in order; Assist as directed to ensure maintenance plans and maintenance contracts are adhered to; As directed assist in hiring residential staff; When required assist in the preparation of monthly, quarterly and other reports as required by HUD, USDA/RD, HCD and the Executive Director; Assist in maintaining a regular site visit schedule; When directed approve all HUD billings and all expenditures over \$50.00. Facilitate as required the rent-up of new units; ensure maximum occupancy. Aid the Senior Property Manager with public relations for the various housing projects; Assist as needed with the coordination with human service agencies to provide services to tenants. Other related duties as may be required.

**Qualifications & Requirements**

1. Associate degree from an accredited college or university in accounting, business administration, real estate or related field; **and** two to three years of progressively responsible related experience in business, real estate, administration, accounting or related field; **or**, Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
2. Familiarity with building regulations, landlord-tenant law, contract law.
3. Staff training and supervisory skills desirable.
4. Familiarity in analyzing financial reports, preparing budgets and doing financial forecasting.
5. Must demonstrate good verbal and written communication skills.
6. Familiarity with General bookkeeping skills and accounting principles.
7. No less than two years experience working with low-income community.

8. Ability to understand government regulations.
9. California and Nevada salesperson license and all state required licenses or Certifications and must be obtained within one year of employment.
10. Bondable.
11. Valid California Driver's license, automobile liability insurance, reliable transportation and willingness to use own automobile on job.
12. Ability to work with and be sensitive to the needs of low-income persons.

**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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.