

# **Rural Communities Housing Development Corporation**

## **Position Description**

<b>Position Title</b>	<i>Regional Manager</i>
<b>Position Class</b>	<i>Exempt</i>
<b>Supervisory Responsibilities</b>	<i>Yes</i>
<b>Reports to</b>	<i>Director of Property Management</i>
<b>Work Site</b>	<i>Corporate Office</i>

### **General Duties and Responsibilities**

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

### **Job Duties and Responsibilities**

1. Help develop and prepare the overall agencies housing management plan and individual community site plans.
2. Preparation and development of the operating budgets for each site.
3. Manage and monitor all site specific operating expenditures within the parameters of each site budget.
4. Train and supervise site staff.
5. Ensure that site management staff acquire and/or maintain any and all state mandated real estate licenses and/or certifications.
6. Ensure that all property management staff acquire and or maintain any and all HUD, USDA-RD or other governmental agency certification requirements.
7. Assist as directed to insure rents are collected.
8. Insure tenant-landlord obligations are in order.
9. Ensure that all maintenance plans and maintenance contracts are adhered to.
10. As directed assist in hiring residential staff.
11. When required assist in the preparation of monthly, quarterly and other reports as required by HUD, USDA/RD, HCD and the Director of Property Management.
12. Develop, implement and maintain a site visit schedule.
13. Approve all HUD billings and all expenditures over \$50.00.
14. Direct and manage the rent-up of new units; ensure maximum occupancy. Aid the Director of Property Management with public relations for the various housing projects.

15. Develop and implement a comprehensive site specific Community Building & Engagement Program.
16. Other related duties as assigned.

## **Qualifications**

Qualifications include:

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 real estate salesperson license and all state required licenses or certifications; must be obtained within one year of employment.
10. Possession of a valid California driver's license, a good driving record, and automobile insurance per requirements of the State of California. Also have reliable transportation and willingness to use own automobile on job.
11. A working knowledge of Microsoft Office; proficient in Excel, Word, graphic software and facility with the internet.
12. Ability to organize work and priorities to meet deadlines.
13. Bondable

## **Working conditions**

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.

## **Physical requirements**

The physical requirements 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.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

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I hereby certify that I have reviewed the attached job description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: \_\_\_\_\_

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_