

**COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY
ASSISTANT PROPERTY SPECIALIST
May 2022**

DEFINITION

Assists in the process of qualifying eligible tenants; provides guidance to tenants on occupancy rules; shows vacant units to prospective tenants; responds to needs of tenants as appropriate; generates monthly statements of tenant charges, filing, returning phone calls from tenants and performs related duties as required. Also provides onsite support for the daily operations of the senior apartment complex known as Baechtel Creek Village located at 61 Alder Court in Willits.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Housing Manager and Executive Director. Receives direction from Leasing and Property Specialist for routine activities.

EXAMPLES OF RESPONSIBILITIES AND DUTIES:

Duties may include but are not limited to the following:

- Assists potential tenants fill out applications; explains subsidized housing regulations and procedures; explains rules, regulations and procedures to tenants.
- Shows apartments; collects and records rent and other monies;
- Responds to tenant requests, emergencies, complaints or problems; calls appropriate authorities; assists tenants in contacting appropriate social service agencies; communicates with tenant's family members as appropriate; encourages tenants to look out for each other; completes incident reports; reports injuries, illegal activity, health or safety hazards.
- Unlocks resident's doors only on their request or in response to an emergency.
- Assures a safe and secure environment for tenants by being aware of persons without legitimate business on property and appropriately dealing with them and with persons causing a disturbance.
- Maintains a current knowledge of regulations, policies and procedures.
- Attends safety and health trainings as scheduled.
- Participates in workplace safety
- Completes incident reports; reports injuries, illegal activity, health or safety hazards to and provides these to the Housing Manager.
- Conducts safety inspections of grounds, units, buildings, and all areas of the site, reports findings to Leasing and Property Specialist, and assists with correction of identified deficiencies.
- Assists guests who enter the premises and if necessary, reports unauthorized persons.

- Attends and actively participates in weekly, monthly, and other meetings required by Housing Manager and/or Executive Director.
- Takes work order requests/needs and enters them into the software system, submits for completion to Leasing and Property Specialist or Maintenance Technician. May close out work orders following established procedures.
- Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge of and Proficiency in:

- Basic principles and procedures of residential property management.
- General safe work and job-specific practices.
- CDC safety and health policies, procedures, and safety rules.
- Effective verbal and written communication, including emails.

Ability to:

- Learn and interpret Agency programs, policies, and procedures.
- Collect rents.
- Assist with housing certification process.
- Effective communication with tenants and their guests.
- Prepare accurate written work order notes.
- Maintain regular and consistent attendance and perform work with minimal supervision.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION REQUIRED:

High School Diploma or GED.

EDUCATION/ SKILLES PREFERRED:

Two years' experience managing a residential housing complex and/or experience or any combination of education, training, and experience that would be likely to provide the required knowledge, abilities, and skills to perform the essential functions of the position. AA in related field preferred; Bilingual preferred.

LICENSES AND CERTIFICATIONS REQUIRED:

Valid State Driver's License

ENVIRONMENT:

1. Office environment; constant interruptions.

PHYSICAL REQUIREMENTS: When evaluating whether an individual meets these physical requirements, Community Development Commission will consider the availability of reasonable accommodation.

1. Ability to exchange information.
2. Ability to read and comprehend a variety of materials.
3. Ability to operate a computer keyboard.
4. Sitting for extended periods of time.
5. Using a computer keyboard for extended periods of time.
6. Standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying up to 30 pounds to waist height.
7. Report to work as scheduled and on time.
8. Maintain reliable and predictable attendance.
9. Ability to develop effective working relationships with co-workers and with members of the general public.

SUPERVISORY ACCOUNTABILITY:

Reports to the Housing Manager and/or the Executive Director.

COMPENSATION AND BENEFITS

Hourly wage:

\$14.38 - \$23.22

Salary range: \$29,910.40 - \$48,297.60

Starting salary will be based on the related qualifications of the individual selected. The Community Development Commission of Mendocino County offers a comprehensive benefit package including an allowance for medical, dental and vision insurance, and CalPERS retirement 2% @ 62.

HOW TO APPLY

Applications and supplemental questionnaire can be requested by calling (707) 463-5462 X 121 between 8:00 a.m. and 5:00 p.m. (PDT) Monday through Thursday Hearing impaired TDD, please use California Relay: 711.

It is helpful to include a résumé, but resumes without completed applications will not be considered. It is our intention to interview highly qualified candidates within 1 week of receipt of their application and to make a selection as soon as possible.

Posted: May 26th 2022
Open until Filled

05.12.2022