



## **Job Description**

**Job Title: Housing Manager**

**Status: Full-Time Exempt**

**Reports to: Chief Executive Officer**

**\$54,000.00 - \$55,000.00**

**Summary of Position:** This position manages Wasilla Area Seniors Housing. Incumbent supervises housing department office staff and maintenance team (through the maintenance supervisor). WASI housing includes six (6) apartment buildings comprised of 128 rental units for low income and market rate seniors ages 62 and up. This position works closely with the executive director, finance director, and WASI office staff, and is staff assigned to the WASI Board of Directors Housing Committee. This position ensures the properties comply with federal and state financing agreements, including Low-Income Tax Credit and HOME Investment Partnership requirements.

### **Responsibilities and Duties:**

- Supervise Housing Assistant, including hiring, training and development.
- Supervise Maintenance Department (through the maintenance supervisor), including hiring, training and development of the maintenance supervisor.
- Manage daily housing operations according to law, regulation, and policy (Alaska Landlord & Tenant Act, HUD 4350.3, ADA, Fair Housing Act, LIHTC, HOME, SCHDFP, AHFC, IRS and WASI Housing Department regulations).
- Comply with law, regulation and policy regarding confidentiality.
- Maintain WASI occupancy targets
- Control expenses to assure “best value” to the residents, partners and WASI
- Coordinate and conduct apartment viewings with potential residents.
- Coordinate and conduct annual recertification for low-income residents.
- Resolve tenant conflicts, disagreements, questions, etc., or elevate to supervisors for action..
- Coordinate resident move-in and move-out inspections to ensure compliance with law, regulation and policy, and to protect the interests of the resident and the project.
- Track and maintain security deposits and disposition of security deposits according to law, regulation and policy.
- Coordinate and conduct weekly town hall meetings with residents.
- Obtain proper documents for third party income verifications for low-income qualified residents (or potential resident).
- Initiate and deliver information or notices to residents as needed.
- Conduct welfare checks on residents as needed.
- Respond to crisis and/or emergency situations, including informing WASI supervisors.
- Prepare rent checks for deposits and make deposits as needed.
- Prepare for, chaperone, and facilitate onsite inspections and reviews (i. e.: partner & AHFC).
- Submit timely and accurate budget expenditure requests.

- Attend meetings as needed or when requested.
- Respond to inquiries about resources and support for seniors
- Provide in-service and community presentations on senior services and related topics as needed or requested.
- Develop, improve and comply with WASI housing office procedures and practices, ensuring harmony with WASI values, practices and policy
- Establish and maintain filing systems required by law, regulation and policy ( per HUD 4350.3 and the Access to Information Act). Establish other filing systems to maximize effectiveness and efficiency.
- Maintain an ongoing and current waitlist for low income and market rate clients per regulations and policies.
- Work with Facilities Supervisor to maintain building maintenance projects and regulations.
- Develop individual capacity through trainings and education on LIHTC, HOME, SCHDFP, HUD, AHFC, ADA etc.
- Participate in and contribute to WASI management team activities.

### **Qualifications**

#### **Skills and Abilities Required**

- Must pass and remain eligible to pass an Alaska Background Check
- Must provide and maintain a valid State of Alaska driver's license and proof of insurance (or of insurability).
- Must Pass a Drug Test as assigned by WASI, and remain free of intoxicating or illegal substances at work (including cannabis and related substances)
- High School diploma or equivalent
- Ability to supervise others
- Good organizational skills
- Good attention to detail
- Ability to interact positively with seniors, family members and professionals
- General computer knowledge
- Proficient in spoken and written English

### Skills and Abilities Preferred

- Ability to understand and monitor applicable regulations, policies and procedures.
- Previous experience in property management
- Previous supervisory experience
- Computer literacy (esp. Microsoft Office Suite, Quick Books and internet research)
- Capable of working flexible work hours
- Experienced in senior center service provisions
- Knowledge of the Alaskan senior service system
- Housing Credit College certificates 101, 103, 204, 205 & 245 (or equivalent)

### Core Competencies:

- Belief in and ability to advance WASI's mission and core values
- Positive reputation in the community
- Effective team member
- Self motivated
- Empathic communicator
- Solution-oriented problem solver

**Physical Demands:** While performing the responsibilities of the Housing Manager position, the employee is required to talk, hear, read and write. The employee is often required to sit and use their hands and fingers, to handle and feel. The employee is often required to stand, walk, reach with arms and hands, and is sometimes required to climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. May occasionally lift heavy items up to 50 pounds. does not routinely require protective equipment be worn.

### Work Environment:

This position is situated in an office environment, using typical office equipment such as desktop computer, telephone, copy/fax machine, filing cabinets, etc. This position requires frequent and daily walking. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The incumbent will regularly drive on public roads. The noise level in the work environment is usually quiet to moderate.

*NOTE: WASI is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.*

I received a copy of this job description, and the responsibilities of my job were explained to me by my supervisor.

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Employee Signature

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Printed Name

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Date

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Supervisor Signature  
Revised Aug 2015

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Printed Name

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Date