

OPEN RECRUITMENT
Internal Job Announcement
February 6, 2019



Position Title: Assistant Manager
Supervisor: Business Manager
Classifications: Non-Exempt
Closing Date: February 12, 2019

IN-HOUSE APPLICANTS ONLY
To apply for this position, complete the attached Internal Job Application Process.

SUMMARY

Under the general direction of the Property Business Manager, the Assistant Manager assists in the efficient and effective operation of assigned property. Assists all operational and financial aspects to include maximizing net operating income and managing all activities related to leasing, maintenance, resident services, capital improvements and collections. Assists in oversight of expense controls, staff management and risk management. Ensures compliance with federal, state and local laws and regulations as well as company policy. The incumbent must have strong leadership skills and a spirit of cooperation and teamwork to fulfill the responsibilities of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Maintain a professional image and attitude in keeping the objectives of the QuadCo and residents' welfare.
- Collect rents and maintain computer records according to the QuadCo's On-Site Procedures Handbook.
- Post charges associated with work order, late charges, etc. by entering them in computer and generating notices for residents.
- Follow-up delinquent accounts and pursue collections in accordance with established procedures
- Counsel residents who are not complying with the terms of the lease, and concerning delinquent payments.
- Prepare and maintain complete resident files.
- Assess files for compliance with HUD 4350 guide
- Manage waitlist
- Maintain general office files.
- Assist in advertising preparation.
- Type letters and memos.
- Assist in showing units and screening applicants.
- Assist in scheduling vacant units for refurbishing and occupancy.
- Assist in maintenance work order system and in following purchase order procedures.
- Assist in certifying residents' income in accordance with applicable program requirements.
- Assist in maintaining the required computer postings.
- Prepare late notices and notices to pay rent; collect rents
- File writs for eviction and in some instances attend eviction courts
- Order office supplies within established budgeted guidelines.
- Maintain tickler files for annual apartment inspections.
- Assist in keeping the apartment condition and status chart up-to-date.
- Assist in annual unit inspection process.
- Assist in typing and/or maintaining weekly and monthly reports.
- Assist in collection of rents and preparation of receipts.
- Assist in adherence to the Policy Handbook and Procedures Manual.
- Work with manager regarding legal proceedings.
- Assist in maintaining all required inventories for project supplies and equipment.
- Maintain records of rental levels of comparable units in surrounding areas.
- Answer the phone pleasantly and professionally.
- Maintain courteous communication with residents, applicants, and representatives of other companies.

QUALIFICATIONS:

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

JOB COMPETENCIES

- Knowledge of HUD Conventional Public Housing programs and compliance.
- CAM, CAPS, CPM, PHM, COS, CPO or other recognized industry training and designations preferred.
- Knowledge of laws and standards that apply to property management, such as Fair Housing Laws, Landlord-Tenant Law, OSHA Standards, local and state building codes.
- Basic knowledge of building maintenance, fire prevention and liability reduction principles.
- Knowledge of the operation of the Onsite Operating Platform preferred
- Knowledge of the agencies that provide assistance and services to residents, including some knowledge of eligibility requirements.

EDUCATION AND/OR EXPERIENCE:

- High school education or equivalent. Prefer education beyond high school.
- 2 to 3 years' experience as an Assistant Manager and experience involving public contact
- Onsite Operating Platform experience
- Valid Texas Driver's License

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

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 employee's job is intermittently sedentary, but, requires mobility (i.e. climbing stairs) to visit and inspect properties. Will use some repetitive motion of hand-wrist in using computers. Must have normal range of vision to complete paperwork and review documentation; hearing and speech to communicate with executives, employees, co-workers, vendors, contractors, agency/company representatives, etc., on the telephone and/or in person on a frequent basis.

Work involves the normal risks or discomforts associated with an office environment, and those associated with the on-site inspection of buildings/construction sites. The employee may be exposed to hazardous conditions and weather extremes while inspecting the property, units, or other related duties.

INTERNAL JOB APPLICATION PROCESS

Thank you for considering job opportunities within QuadCo Management Solutions, Inc. The following guidelines have been provided to make this a more efficient process. Please feel free to contact the Human Resources Department at (817) 333-3453 (A-L) or (817) 333-3575 (M-Z) should you have any questions.

- Complete the Internal Job Application form (attached).
- Sign the form.
- Obtain the supervisor's signature.
- Take the completed form, a recent resume, and any other attachments to the HR department.

NOTE:

- To be eligible to participate in the job posting process you must be employed at your current position for at least six (6) months, have a satisfactory work record, and be in good standing at your current position. Exceptions will require approval from the Human Resources Manager.
- Each employee interested in applying for an open position is encouraged to have a discussion with his/or her current supervisor/manager about his or her interest in applying for the position. If you indicate an interest in a new position, your current position or status with QuadCo will not be jeopardized.
- Internal candidates will be given preference in consideration over similarly qualified external candidates. In doing so, QuadCo will always attempt to hire and/or promote from within when current employees may possess comparable or greater qualifications.

INTERNAL JOB APPLICATION FORM

Name: _____ **Date:** ____ / ____ / ____

Current Department: _____ **Current Supervisor:** _____

Position (s) Applying for: _____

1. Why are you looking to leave your current position?

2. How long have you been in your current position?

3. Please tell us why your qualifications meet the minimum requirements for the position and include any special degrees, licensure or training. Please attach a recent resume and any other documents you feel appropriate.

4. Are you related to or would be considered a personal associate to anyone within the hiring department for which you are applying? ("Personal Associates" are defined as individuals with close personal relationships such as "romantic" or "dating" relationships.)

Employee Signature

Supervisor Signature

*My signature, as the current supervisor, signifies that I am aware of the employee's candidacy for this position.

Date

TO BE COMPLETED BY THE HIRING DEPARTMENT AND HUMAN RESOURCES

Date that the application was received by HR: ____ / ____ / ____

Was the employee interviewed? ____ Yes ____ No

Date of Interview: ____ / ____ / ____

Human Resources Representative/Date

Hiring Department Representative/Date

