



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Property Rental Manager

FLSA: Exempt

Class Title: Property Rental Manager

Range: 5

Reports to: Multifamily Housing Director

Position Requirements:

Education and Experience: Bachelor's Degree from a four (4) year college or university; two (2) to four (4) years related experience and/or training; or equivalent combination of education and experience.

Licenses Required: Valid Minnesota Driver's license.

Certifications Required: LIHTC and Section 8 desirable.

Background Investigation Required: MN Bureau of Criminal Apprehension.

Knowledge: Knowledge of tenant/landlord law. Knowledge of Section 8 Regulations. Knowledge of Low Income Housing Tax Credit regulations as they apply to tenancy.

Abilities: Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from regulatory agencies or members of the community. Ability to present information to top management and public groups.

Skills: Mathematical and analytical skill to work with mathematical concepts such as fractions, percentages, ratios. Ability to collect data, establish facts, and draw valid conclusions.

Duties and Responsibilities:

Keeps ACCAP rental units occupied with person/families who are in compliance with the terms of their leases by: marketing available units; screening applications to approve/reject would-be tenants; executing leases which may include Section 8 and Tax Credit documents; and taking appropriate steps up to and including unlawful detainer action when necessary to correct violation of lease terms. Communicates with tenants, tenant representatives, social service and community organizations, maintenance staff, and on-site caretakers. Administers Section 8 contracts. Provides direction and training to maintenance staff and caretakers. May complete property inspections for the purposes of establishing move-in condition, determining tenant abuse of property, and recommending improvements to property. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license and a reliable vehicle.

Posting Date:	May 13 th , 2019	Starting Salary:	\$18.85- \$20.74
Closing Date:	Until Filled	Supervisor:	B.Sopp
Status:	Permanent/FT		
Benefits:	Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125		
Location:	Anoka County		

To receive an employment application, go to www.accap.org.