

EXHIBIT A TO THE MANAGER'S AGREEMENT
RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION
POSITION DESCRIPTION

POSITION TITLE: PROPERTY MANAGER

POSITION CLASS: Grade 7 Non Exempt

SUPERVISORIAL RESPONSIBILITY: LIMITED

SUPERVISED BY: DISTRICT MANAGER

WORK SITE: APARTMENT COMPLEX/LIVE-IN

GENERAL PURPOSES AND RESPONSIBILITIES:

To organize and administer the day-to-day operations of the apartment complex, verify and process information required to comply with government regulations. To enforce rules of occupancy in accordance with corporation policy, government regulations, and the project's Management Plan.

EXAMPLES OF SPECIFIC TASKS:

Takes applications, verifies information, certifies eligibility, maintains waiting lists executes and enforces leases. Collects rent, makes bank deposits; executes policies regarding non-payment of rent, interim and annual certifications for rental subsidy, prepares monthly reports including rent rolls, vacancies, rent-up, resident activities. Maintains rent records for monthly rent subsidy billings. Provide a detailed orientation to each new tenant concerning rights, obligations and procedures and for reporting and resolving problems. Reports any injuries, illegal activity and health or safety hazard to the central office and contacts the appropriate services or authorities. Also other duties as may be assigned.

QUALIFICATIONS/REQUIREMENTS:

1. Must have good writing, and math skills.
2. Must be well organized and thorough.
3. Must be able to work and make decisions without supervision.
4. Bookkeeping experience helpful, but not required.
5. Familiarity with landlord/tenant law helpful.
6. Previous management experience preferred.
7. Valid California Driver's License, automobile liability insurance, reliable transportation and willingness to use own automobile on job.
8. Bondable
9. Ability to work with and be sensitive to the needs of low income persons.
10. Obtain and maintain an USDA Rural Development Manager Certification within six months. (cost covered by employer).

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 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 or sit; walk; 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.

Work Environment:

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.