Job Title: Site Manager

Classification: Full-Time, Non-Exempt

Reports to: Properties Manager

Date Revised: May 2019

Summary/Objective

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. This includes residential rental units in buildings that have tax credit, HUD, Section 8 Housing Choice Vouchers and/or other selection criteria that must be followed.

Essential Functions

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

1. Determining if potential tenants meet income qualifications and other guidelines
2. Overseeing the ongoing compliance of current tenants
3. Working closely with maintenance and/or support services
4. Processing move ins and move outs and annual recertifications
5. Answering phone calls and handling walk-ins
6. Inputting data into the computer
7. Providing occupancy information as needed
8. Adhering to the set work schedule and all company policies

Competencies

1. Basic working knowledge of Word and Excel
2. Excellent customer service skills
3. Works well with other staff to obtain needed information
4. Ability to work independently, juggle priorities, and schedule duties appropriately
5. Ethical Conduct.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

Travel

Some travel to scattered sites is required

Required Education and Experience

1. High School diploma or GED
2. Familiar with Section 8 housing voucher rules and procedures
3. Knowledge of other benefits programs that are available to assist tenants

Preferred Education and Experience

1. Familiar with Section 8 housing voucher rules and procedures
2. Knowledge of other benefits programs that are available to assist tenants
3. Tax Credit (LIHTC) compliance or Assisted Housing Manager (AHM) training preferred
4. Experience with BostonPost software preferred

Work Authorization/Security Clearance

The person in this position must have the ability to pass a thorough background check including a credit check.

AAP/EEO Statement

Neighbors of Watertown, Inc. provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____