



POSITION DESCRIPTION

Position:	Assistant Community Administrator	Status:	Non-Exempt
Program:	Affordable Housing Program	Date Prepared:	11/21/2016
Reports to:	Community Administrator		

POSITION SUMMARY:

The Assistant Community Administrator is responsible for assuring regulatory compliance for all residents living at the designated property. The Assistant Community Administrator will be responsible for helping to successfully review resident applications to determine income compliance and qualifications. The Assistant Community Administrator assures that all work is performed in a cost effective and service oriented manner in accordance with negotiated contracts, appropriate procedures and established organizational standards.

OBJECTIVES/ACTIVITIES:

- A. Responsible for assisting with the development and management of contractual aspects of the program services.
 - 1. Assist the Community Administrator in the development and monitoring of annual budgets working towards goal achievement.
 - 2. Review and assist with resident applications to determine income compliance and qualifications.
 - 3. Conduct periodic audits of resident files and maintain database to track audit results.
 - 4. Provide analysis, conclusions and recommendations based on audit results including development of specific action plans for non-compliant residents.
 - 5. Provide documentation to outside agencies to comply with contractual agreements.
 - 6. Participate in developing community relations and maintain positive image of the program.
 - 7. Complete monthly, quarterly, and annual reports for the funding sources.

- B. Responsible for assisting with regulatory compliance.
 - 1. Ensure all federal and state regulatory compliance.
 - 2. Attend affordable housing compliance training sessions on regular basis and stay current on all policy and regulatory changes.
 - 3. Develop working relationships with state and federal agencies.
 - 4. Assist with timely submission on all annual and/or periodic state and federal compliance reports and manage required record maintenance.

- C. Responsible for assisting with property management.
 - 1. Support Community Administrator with day-to-day resident issues and assist with responsibilities when the Community Administrator is unavailable.
 - 2. Interact with consultants, auditors, and contractors to maintain property for best cost, efficiency, quality, and utilization by clients of Volunteers of America.
 - 3. Share in weekend call on a rotation basis with other residence staff.
 - 4. Identify resources necessary to attain necessary facility improvements.

- D. Responsible for self-development
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend all fair housing compliance training sessions on a regular basis and keep current on all policy and regulatory changes.
 - 3. Attend all staff meetings.

EQUIVALENT EDUCATION AND EXPERIENCE:

A minimum of two years' experience is preferred in property management, including tax credit and HUD affordable housing. He/she must have the ability to work as an effective member of team in a collaborative manner with internal and external vendors. Ability to communicate clearly both verbally and in writing, including the ability to provide technical assistance on complex compliance issues in a simple, straight forward manner. Prior experience is required in the human services field dealing with issues and challenges unique to the elderly and/or persons with disabilities. A college degree is preferred or a combination of education and experience. Assistant Community Administrator certification is preferred. Additionally, experience and knowledge of Fair Housing Laws, and state landlord/tenant rights and obligations is required. Knowledge of Certified Occupancy Professional, Tax Credit Specialist and CMH designation certification is preferred. Maintain continued educations annually for certification/recertification. Must have a valid Driver's License.

SPECIFIC SKILLS REQUIRED:

Detail-oriented and able to work independently
 Excellent oral and written communication skills
 Ability to work flexible hours
 Organizational skills
 Analytical and decision making ability
 Statistical and mathematical skills
 Computer Skills including Excel, Access, Word, Microsoft Office and Outlook as well as other housing database applications is preferred.

PHYSICAL REQUIREMENTS

Lift and move up to 10 pounds
 Stand, walk and sit frequently
 Bend and stoop occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are performed independently with direction from the Community Administrator. Must be able to work independently to achieve operational goals and contract compliance.

SUPERVISION EXERCISED:

None

NUMBER OF EMPLOYEES:

0

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The Assistant Community Administrator is responsible for promoting our company image and providing advice on company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible. Actively adhere to program budget and contract requirements.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____