



Regional Housing Authority

Position Description
Property Coordinator
Located in Haines, Alaska

I. Summary:

Performs oversight and coordination of properties and work associated with Tlingit Haida Regional Housing Authority properties, field personnel, contractors, and tenants in Haines, Alaska. Manages the THRHA Haines senior center building. Represents THRHA as the community representative and serves as primary local contact for any THRHA activity in the assigned area. This position is a regular, part-time position working average 10 hours per week. More hours may be worked based on priority of assigned projects.

II. Authority:

Reports to and works closely with the Housing Services Director to ensure operations of property and communications with tenants are managed in a professional manner. Has authority to direct work of field staff as necessary (to get paperwork completed and to assist in emergency situations).

III. Duties and Responsibilities:

- Acts as the THRHA liaison with tribal, city, and private agencies in the administration and management of THRHA programs and activities in assigned area.
- Acts as a liaison between Maintenance, Housing Management, and DCM.
- Manage the THRHA Haines senior center building:
 - Coordinate usage of the community rooms within each building.
 - Develop and schedule events in the building.
 - Provides and assists with the collection of rental applications and strives to keep apartments fully occupied.
- Receive, review for completeness and forward applications to appropriate department.
- Answers questions from tribal partners, clients and tenants or direct those questions to the appropriate person within Tlingit-Haida Regional Housing Authority.
- Review and code invoices prior to submitting to the responsible department.
- Direct, control and monitor work of site contractors.
- Coordinates and insures the annual inspections and follow-up on all assigned properties.
- Monitors and insures performance and close out of all work orders in assigned area.
- Maintains accurate records and reports.
- Coordinates with housing services on schedules for rehabs and inspections.
- Coordinate housing programs, policies and administration with assigned tribal communities and THRHA management.
- Performs as the Housing Authority's local representative in generating interest and local support of the project, maintaining 100% occupancy. Performs move-

- out and move-in inspections as needed. Serve eviction notices, tenant violation notices.
- Performs other related duties as assigned by the Juneau office (including setting up appointments, delivering hand-outs, questionnaires and schedules as needed.
- Must submit weekly written reports to keep the maintenance manager informed of the status of all work pending or completed, on any issues or concerns forwarded to them by the tribal partners or tenants.
- May require some minor maintenance work such as cleaning up vacant units, minor repair work or other duties as needed.
- Occasional travel will be required.

IV. Required Knowledge, Abilities and Skills:

- Strong cognitive ability to assess and evaluate problems
- Capacity to determine priorities and manage multiple projects with strong attention to detail.
- Demonstration skills in lease enforcement; maintenance supervision; and budget management
- Working knowledge of rural areas and cultural practices.
- Knowledge of federal housing programs
- Verbal and technical writing skills
- Proficient with computer programs such as MS Office and Excel and internet based database systems.
- Knowledge of office procedures and standards.
- Working knowledge of filing and record keeping systems.
- Ability to maintain confidentiality regarding programs and client information.
- Ability to deal effectively with the public and to work well with staff.
- Strong customer service skills.
- Current Alaska Driver's license.
- Able to travel by boat, small plane or jet.
- While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Sit for extended period;
 - Stand;
 - Walk;
 - Lift up to 30 pounds (files, copy paper, maintenance materials)

V. Minimum Qualifications:

Bachelors degree.

Two (2) years administrative experience. Additional years of experience may substitute for the education.

VI. Grade Level:

Grade 10

Non-exempt

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 their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

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

Employee _____ Date _____

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