



Regional Housing Authority

Position Description
Property Coordinator
Located in Saxman

I. Summary:

Performs oversight and coordination of properties and work associated with Tlingit Haida Regional Housing Authority properties, field personnel, contractors, and tenants in Saxman and Ketchikan. Manages the THRHA Shaan Hidi building and the original Saxman Elderly apartment building. Represents THRHA as the community representative and serves as primary local contact for any THRHA activity in the assigned area.

II. Authority:

Reports to and works closely with the Housing Services manager 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 Housing Management, Maintenance and DCM.
- Manage the THRHA community 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.
- Direct, control, monitor and evaluate performance of all other site staff
 - Working with Human Resources to recruit, hire, train, supervise, and terminate site staff.
 - Receives maintenance requests from tenants, prioritizes and coordinates necessary repairs
 - Schedules the requests with maintenance staff and/or contractors, assigns work orders and does follow-ups to assure completion.
 - Oversees the repairs, rehabilitation and routine maintenance on all assigned properties.
 - Sign off on time sheets and overtime authorizations.

- 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 manager of Housing Services informed of the status of all work pending or completed, on any issues or concerns forwarded to them by the tribal partners or tenants.
- Other duties as assigned.
- 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 with Emphasis on MS Office and Excel
- 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.
- Ability to lift up to 30 pounds (example: file boxes and copy paper).
- Current Alaska Driver's license.
- Able to travel by boat, small plane or jet.

V. Minimum Qualifications:

Two (2) years administrative experience.

VI. Grade Level:

Grade 12

Non-exempt

(Updated 2020)