



# CALIFORNIA HUMAN DEVELOPMENT

## CREATING OPPORTUNITIES TO END POVERTY

### California Human Development Job Description

**EMPLOYEE NAME:**

**JOB TITLE:** Assistant Apartment Manager

**DEPARTMENT/DIVISION:** Housing

**REPORTS TO:** Apartment Manager

**FLSA STATUS:** Non-Exempt

**LOCATION:** Fairfield

**REVISED DATE:** 01/30/2020

**Summary Description:** The Assistant Apartment Manager assists in keeping operations moving and clients served with safe, decent and sanitary housing conditions while ensuring the maximum economic potential. This position assists the Site Manager with the successful operation of the apartment community assigned, under the direct supervision of the Site Manager, while providing exemplary customer service.

**DUTIES AND RESPONSIBILITIES:**

- Maintain a working knowledge of, be committed to and perform all job duties in compliance with all applicable government agency regulations, Federal, State, and local funding sources, Fair Housing and Equal Employment Opportunity laws and regulations, California tenant-landlord law and pertinent OSHA regulations
- Attend trade association meetings, Fair Housing and Employment training, policy trainings, COS training, and other training as determined appropriate.
- Provide customer service to community partners, residents, agencies and vendors.
- Provide administrative support to the Site Manager,
- Assist the Site manager with resident operations such as certifications, rent calculations, eligibility, applications, move-in/move out inspections with tenants.
- Assist the Site Manager with reconciling ledgers and balances, writes offs, entering AP, reconciling vendor accounts, travel and payroll.
- Assist the Site Manager with the preparation of annual reports, audits, funding source reports and management review documents accurately and on time, including reviewing of tenant files
- Ability to utilize Property Management Software System Real Page Onsite for work orders, make ready boards, asset management, and inventory.
- Work with property management software to complete all required tasks with the property policies and procedures. Perform other related duties as assigned.
- Maintain and update files as needed.  
Occasionally perform weekday and weekend on-call duties on a rotating basis as assigned
- Other duties as assigned

## **Supervisory Responsibilities**

None

## **Required Skills and Abilities**

- Ability to travel to various locations
- Bilingual English/Spanish is highly desirable
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Advanced Microsoft Office Suite, including Word, Excel, Power Point and Outlook experience.
- Ability to navigate networks.
- Property Management software experience, a plus.
- Accounting Software, a plus.
- Payroll Software, a plus.
- Ability to navigate through various systems, programs using multiple logins.
- Ability to conference call using Zoom, Skype and other Teleconferencing tools.
- Basic office machines (phone, copier, scanner and fax)

## **Education and/or Experience**

- Associate's degree (A. A.) or equivalent from two-year college or technical school
- Six months to one year related experience and/or training
- Equivalent combination of education and experience.

## **Certificates, Licenses, Registrations**

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle

## **Physical Requirements**

Regularly: Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Talk or hear

Frequently: Walk; Lift up to 25 pounds

Occasionally: Stand; Stoop, kneel, crouch, or crawl; Lift up to 50 pounds

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus

## **Work Environment**

Occasionally: Work near moving mechanical parts; Fumes or airborne particles; Risk of electrical shock

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_