



**Community Development Corporation**

1488 NE Alberta Street \* Portland, OR 97211 \* <https://www.sabincdc.us> \* (503) 287-3496

May 5, 2021

**JOB ANNOUNCEMENT**

Employment Opportunity for Sabin CDC - Assistant Community Manager

**Are You a People Person? Are You Good with Detail?  
If So, this may be a Position for You!**

We provide an environment supportive of personal and professional growth,  
with cross training, and advancement.

If this sounds good to you, submit your resume for this position now!

**POSITION**

Assistant Community Manager (Single Asset Entity and Harvey Rice)

**JOB DESCRIPTION**

**SUMMARY:**

This position is responsible for all day-to-day operations of all four Single Asset Entity Properties.

**PRIMARY WORK SITE:**

Organization: Sabin CDC \* 1488 NE Alberta St. \* Portland, Oregon 97211

**JOB TYPE / BENEFITS:**

Hourly. The position is full time, includes sick leave, vacation, paid holidays, health insurance and retirement matching based on eligibility.

**STARTING WAGE:**

\$17.50 per hour / \$32,500-\$36,000/year (36-hour work week)

**PRIMARY SUPERVISOR:** Community Manager or Property Management Director

**REPORTS TO:** Community Manger or Property Management Director

## **ORGANIZATION DESCRIPTION:**

SABIN CDC (COMMUNITY DEVELOPMENT CORPORATION) is a nonprofit organization founded in 1992 for the express purpose of maintaining and developing affordable housing in the Sabin neighborhood. Since then, Sabin CDC has expanded its service area to include the King, Vernon, Boise, and Concordia neighborhoods and its programs to include technology education and outreach, after-school programs, and participation in community-wide leadership. The heart of Sabin, though, has been the development and management of its affordable housing portfolio. Sabin CDC has a rental portfolio of 120 affordable units located throughout its service area.

These units are primarily in small buildings and apartment complexes that blend in with the rest of the neighborhood housing. Sabin CDC prides itself in being a sustaining partner in the revitalization of the neighborhoods of Inner North/Northeast Portland and to providing an opportunity for our residents to do the same.

## **ESSENTIAL FUNCTIONS:**

### **I. Initial Leasing Activities**

#### **A. Pre-Lease-Up**

- a. Markets the property in accordance with Affirmative Fair Housing Marketing Plan. Ensures that marketing material includes the appropriate language and logo on the document or ad.
- b. Reviews the marketed rent level with the Housing Director or Property Management Director prior to advertising.
- c. Presents the property and apartments in the best possible manner to prospective residents.
- d. Ensures that the required paperwork (including required identification and initial Certification per regulatory funding source to include: HUD, Section 8 and HOME and others is completed accurately and approved by supervisor prior to resident move-in. Selects residents based on the property's resident selection guidelines.
- e. Processes applicants ahead by one month to fill newly vacant units.
- f. Submits paperwork for applicant screening to entities such as HomeForward in a timely and accurate way.
- g. Coordinates with Property Management Director or Housing Director when screening results are returned.
- h. Mails notifications to accepted and declined applicants in a timely manner.
- i. Manage all wait lists for SAE and Heritage Properties. (Until Real Page is up and running)

#### **B. Move-In Process**

- a. Coordinates fully the Move-in process with incoming resident and maintenance Director.
- b. Completes Move-In Checklist assuring for accuracy, completeness and the file documentation is in order of the check list.
- c. Ensures that keys are not provided to resident until all elements of the move-in file, including Social Security Cards and Birth Certificates and utilities in residents name, have been completed and approved by Property Management Director or Housing Director.

#### **C. Move-Out Process**

- a. Coordinates fully the Move-Out process and Checklist completion accurately and completely, including full deposit reconciliation with damages, fees and unpaid rents determined and mailed before the required 31-days.
- b. Ensures keys are collected and Maintenance Director is kept updated about the status of unit availability to schedule their pre-move-out and final move-out inspections with the identification of damages.
- c. Processes Move-out reconciliation and payment for approval by Property Management Director or Housing

Director prior to file closure and mailed before 31st day requirement elapses. Properly file moved out file in the system.

Resident files to be located in appropriate locked file drawers throughout the process, from application to final move-out.

## **II. Day to Day Leasing Related Activities**

A. Ensures that residents follow, in good faith, the various provisions of the lease. For residents in violation of the lease: prepare a resident referral, if a Resident Services Coordinator is on staff and/or appropriate lease violation after consulting with Property Manager. After lease violation is filed a call will be scheduled with the Property Management Director.

a. Initiates lease termination proceedings against residents who do not abide by the lease. Consults with Director of Property Management prior to starting lease termination proceedings who will coordinate with the attorney

b. Monitor utilities ensure that they continue to be in residents name and that garbage is being handled by vendor.

c. Answers the phone responding to current residents for Heritage and forwards SAE Properties inquires to Assistant Community Manger – SAE. Responds directly to lease up question and application processing information/questions regardless of property.

B. Receives rent, security deposits, and other income from residents on behalf of the property.

a. The process has three steps:

1. Logging the rent into log, providing a receipt to resident (if requested), and entering completed payments into the tracking system.

2. Physically depositing the rent via the check machine or the bank by 2 PM on any day rent is accepted.

3. Filing the paperwork into the Check Binder with voided checks and the statement printed from the system. Maintain binder's integrity by annually moving deposit information into the fire safe.

The Assistant Community Manager (Heritage) will be responsible for Step 2 and 3 of the process and the Assistant Community Manager (SAE) will be responsible for Steps 1. Cross training is required for these activities.

b. Prepares receipts for income, prepares deposit slips and deposits income daily in the proper accounts, and prepares copies and distributes copies to finance contractors and Housing Director for review.

c. Communicates any rent or deposit discrepancies to the Community Manager or Property Management Director and Housing Director.

C. Consistently bills residents for damages, late charges, Returned Check charges, and other miscellaneous charges due under the lease. Issues parking permits, if applicable, to the address. Consults with Community Manager or Property Management Director as needed.

D. Inspections and Work Orders

- a. Performs interior unit inspections quarterly and submits, Apartment Inspection Report to Community Manager and the Director of Property Management.
- b. Ensures work-orders generated from inspections are completed and presented to Maintenance in a timely manner. Delinquent work orders will be communicated to Community Manager or Property Management Director.
- c. Communicates all tenant-generated work orders to Maintenance in a timely manner and files the completed work order by property in the files.
- E. Monitors Water and Garbage Bills to ensure that usage is not above normal. Coordinates any issue with Maintenance Supervisor (Executive Director at this time).
- F. Ensures notices of vacancy are communicated to maintenance in a timely manner in an effort to turn units or make ready for occupancy in five (5) days.
- G. Re-certifies residents/renew leases annually and in a timely fashion in accordance with company policy and/or regulatory agency guidelines specific for each property. Maintains files in proper order.
- H. Maintains waiting list according to company policies and regulatory agency guidelines. Provides updated waiting list to regulatory agency as requested on or before the deadline. Updates waitlist biennially by sending letters, emails or calling applicant to determine their continued interest.
- I. Regularly audits files to ensure compliance with regulatory agency guidelines and reviews Sabin utility bills to ensure that utilities are in the resident's name at Rent-Up and during occupancy.
- J. Initiates the eviction process by providing supporting documentation to the CM and Director of Property Management prior to filing with the courts.
- K. Supports Community Manager and Property Management Director with all compliance reporting and file reviews by third parties, including court-related activities.

### **III. Administrative Activities**

- A. Answers telephones and greets in person office guests as needed and assigned.
- B. Maintains Community Resources listings, especially as it relates to locations to assist residents with paying their rent.
- C. Maintains clean work environment to include workstations, employee conference room and break areas and maintains all safety measures in the office as directed.
- D. Provides coverage for SAE Assistant Community Manager during breaks, time off, or sick leave.
- E. Communicates the need for supplies in a timely manner to Assistant Executive Director.
- F. Supports and provides positive communication with partner organizations as designated by written and signed memorandum of understanding; member organizations may change from time to time.

G. Participates in trainings, meetings and organizational strategic planning sessions.

H. Timely communication of scheduled and nonscheduled time off and processing of time sheet. All external communications will be reviewed by the appropriate level of supervision; including mass communication with residents.

I. Has reviewed and agrees to follow the Sabin CDC Personnel Handbook.

**NOTE:** This job description in no way states or implies that these are the only duties to be performed by the employee with the title Assistant Community Manager (Heritage). Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor, subject to reasonable accommodation. Each employee signs a Sabin CDC Conflict of Interest form annually and discloses in writing any actual or perceived conflicts that may arise including applications from family or alliances with a referring agency.

### **WORK ENVIRONMENT**

- Normal accessibility of all worksites required for the position.
- Normal exposure to weather and temperature extremes.
- Normal exposure to darkness.
- Normal exposure to cramped spaces.
- Normal exposure to loud noises.
- Normal exposure to chemicals and fumes.
- Normal exposure to dust.
- Normal exposure to heights.
- Normal exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Must have access to daily transportation.

### **PHYSICAL EFFORT**

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Normal physical strength to handle 25+ lb. objects, considering frequency.
- Above average dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Above average coordination, including eye/hand, hand/foot, etc.
- Normal endurance: Prolonged physical activity with limited opportunity to rest.
- Above average ability to sit, stand, reach, bend and stoop for extended periods of time.
- Ability to sit at meetings for as long as four hours at a time.
- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner.
- Must be free from illegal drugs, may be subject to suspicion testing.

### **KNOWLEDGE/SKILL REQUIREMENTS**

- Basic knowledge of standard office equipment.
- Basic knowledge of computers and software.
- Completed high school diploma or equivalent.
- Attend required trainings.

## **MENTAL EFFORT**

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Extreme ability to memorize, considering the amount and type of information.
- Normal complexity of decision-making.
- Average time pressure of decision-making.

## **COMMUNICATION**

- Above average verbal communication.
- Normal written communication.
- Normal non-verbal communication.

## **SENSORY ABILITIES**

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.

## **OTHER**

Licenses and Travel:

- A current Oregon Driver's License is preferred.
- In order to drive Sabin CDC vehicles, a license and a good driving record is necessary, as well as proof of automobile liability insurance as required by the state of Oregon.
- A reliable method of getting to work is required.
- Able to drive/travel long distances.
- May have periodic evening and/or weekend activities.

## **GENERAL BEHAVIOR STATEMENTS**

Sabin CDC has the following expectations of all employees in the areas of problem- solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality, and orderliness:

All Sabin CDC Employees, volunteers, and interns are expected to:

- Possess strong interpersonal, written and verbal communication skills.
- Possess strong and accurate attention to detail.
- Possess the ability to work both independently, as a team member, and take direction when given.
- Maintain confidentiality of resident information.
- Identify problems in a timely and efficient manner and offer practical solutions to problems whenever possible.
- Consider the effects of decisions made prior to making decisions.
- Offer suggestions in ways to increase efficiency and productivity.
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely; schedule work effectively.
- Share information in a courteous manner with other employees to ensure a knowledgeable, efficient, cohesive team.
- Provide information to visitors in a courteous and friendly manner.
- Offer help to coworkers when own workload permits.
- Arrive for work as scheduled.
- Not disrupt, delay or cause additional work for coworkers.
- Give proper notification to a supervisor for scheduled or unscheduled absences.

- Keep work area appropriately presentable to the public.
- Report any concerns to a supervisor in a timely fashion.
- Treat co-workers with respect and consideration.

#### **ASPIRATIONS:**

The following is a list of aspirations that apply to all Sabin CDC positions

**Teamwork** - We join our individual strengths together creating teams and circles of cooperation to promote innovative thinking and bring opportunity to our community.

**Partnerships** - We create collaborative community partnerships to best leverage all resources available for the benefit of the community.

**Diversity** - We welcome and accept differences and honor our co-workers and clients by treating each person with equality, dignity, and respect.

**Confidentiality & Ethics** - We maintain a high standard of ethics and integrity. to respect the confidentiality of clients and staff.

**Physical Safety** - We respond promptly to address health and safety needs or concerns for clients and staff.

**Communications** - We encourage timely, open-minded, respectful, and direct communication to alleviate controversies and foster a safe, productive workplace.

**Health & Sustainability** - Recognizing the importance of physical, emotional, and environmental health, we seek to inspire and model healthy, sustainable living.

**Public Relations** - We recognize that each of us represents the entire agency in our public interactions and strive to act in a consistently professional and unbiased manner.

**Professional Growth** - We provide an environment supportive of personal and professional growth, cross training, and advancement.

**Sabin CDC is an Equal Opportunity Employer**