

Central Wisconsin Community Action Council, Inc.

1000 Hwy 13
P.O. Box 430
Wisconsin Dells, WI 53965



PHONE: (608) 254-8353
FAX: (608) 254-4327

PTE - Property Manager Assistant

Part-Time Position (20 to 29 hrs. per week)
Wage Scale - \$12.00 - \$16.00 per hour

Central Wisconsin Community Action Council, Inc. is a not-for-profit charity organization providing a full range of services and programs to lower income individuals and families. One of our programs is building and managing low-income, affordable housing projects. We are expanding operations seeking help with property management. If you have experience in rental property management, we are seeking either or both a Property Manager and an Assistant Property Manager. If you are seeking a solid consistent agency with 56 years' experience, please send a cover letter with your resume to: CWAC, Att: Donna, PO Box 430, Wisc Dells, WI 53965

General Statement of Required Education, Knowledge, Skills and Abilities

- Associate or college degree desired
- Knowledge of low-income community and related issues
- Excellent communications, problem-solving, and organizational skills
- Ability to work independently and exhibit self-initiative
- Working knowledge of Microsoft Office for Windows

General Statement of Duties

- Assist Property Manager in day-to-day operations of low-income residential facilities, including but not limited to maintenance, physical inspection of heating, air, electrical, plumbing, maintaining 100% occupancy, ensuring a home-like environment for residents of apartment buildings, and ensuring compliance with CWAC, HUD & WHEDA contract regulations and requirements.
- Ensure well-coordinated and communicated efforts in operations, maintenance, and occupancy.
- Knowledge of supportive programs within both the agency and community, the ability to identify resources and appropriately network for the needs of the participants.
- Complete all required forms and reports accurately and on a timely basis.
- Serve as liaison between residents, utilities, vendors, sub-contractors, agencies and businesses when program coordination and cooperation is required.
- Market and advertise property to ensure vacancies are filled in a timely manner complying with HUD, Fair Housing, and other applicable laws.
- Screen and review all applications, show vacant units, verify tenant applicant income eligibility through third-party income documentation, perform lease orientations and signings and submit relevant documentation, inspect apartments for move-in condition and turnover status, and perform unit inspections and annual recertification of residents.
- Files court documents for eviction and attends scheduled court hearings as landlord's representative as required.
- Assist in managing security deposit administration including inspecting units to determine resident's balance or refund, preparing disposition letters, and processing security deposit returns.
- Develop and utilize sound rent collection procedures, including following up with delinquent accounts.
- Remain current on and compliant with policies and laws affecting the marketing and leasing of the property, including the agency lease agreement, tenant code, HUD and Fair Housing laws, and other applicable laws.
- Build and maintain good working relationships with area resources.
- Perform other duties as required

The above list is illustrative in nature. Central Wisconsin Community Action Council reserves the right to make adjustments to position descriptions, staff responsibilities policies and in order to meet the changing needs of the agency and those we serve.

Working Conditions:

Employee must have the ability to work under limitations due to deadlines, to deal with regular changes in tasks depending on funding sources the ability to maintain composure and objectivity when working in difficult situations and with difficult clients. Travel may be required within scope of this position, as well as periodic outstation travel. Regular office hours are maintained, with the exception of emergency situations and funding source requirements, which may occasionally occur, also must be able to work independently.

AN EQUAL OPPORTUNITY EMPLOYER

ADAMS COUNTY
1874 Hwy 13
PO Box 647
Friendship, WI 53934
(608) 339-0273



COLUMBIA COUNTY
203 DeWitt Street.
Portage, WI 53901
(608) 742-3320

DODGE COUNTY
134 South Spring Street
Beaver Dam, WI 53916
(920) 885-9559

JUNEAU COUNTY
One Kennedy Street
PO Box 253
Mauston, WI 53948
(608) 847-1124

SAUK COUNTY
505 Broadway
Job Center, 2nd Floor
Baraboo, WI 53913
(608) 355-4812