



Job Description: Assistant Building Manager ***The Red Oak***

The West Side Federation for Senior and Supportive Housing, Inc. (WSFSSH) is a community-based organization whose mission is to provide safe, affordable housing with supportive services within a residential setting which enhances the independence and dignity of each person. WSFSSH develops, manages, and provides housing for low-income older persons, many of whom live with mental illness and/or have experienced homelessness.

Under the supervision of the Red Oak Property Manager, the Assistant Building Manager's primary responsibility is to assist in all aspects of property management with the goal of enabling the tenants to live as safely and independently as possible. Specific duties include, but are not be limited to, the following:

PERSONNEL:

- Co-supervise maintenance, front desk, and administrative staff.
- Assist Manager in maintaining active personnel files and leave time records: Vacation/Sick/Holiday requests and balances.
- Assist Manager with staff meetings and performance evaluations.
- Assist Manager with social service staff interface.
 - Coordinate with social service staff on various tenant issues including arrears, housekeeping, disruptive behavior, building maintenance, monthly tenant meetings.
 - Ensure social services department receives copies of all incident reports, tenant listings and management letters to individual tenants.
- Act as liaison between tenants and staff in building manager's absence.
- Provide assistance at the front desk as needed.

OFFICE/BUILDING MANAGEMENT:

- Manage general office functions, including ordering and maintaining office supplies and ensuring office cleanliness and order.
- Maintain and distribute to appropriate parties all management office lists related to tenants, vendors, staff and miscellaneous documents.
- Assist manager in responding to building violations.

- Order supplies when needed: key blanks, appliance parts, office, and cleaning and maintenance equipment. Inspect and verify deliveries are accurate and complete.
- Insert contractor and vendor invoices in Realpage for Property Manager's approval.

ADMINISTRATIVE:

- Establish a 1:1 relationship with tenants.
- Supervise Administrative Assistant with maintaining tenants files consisting of:
 - Leases
 - Section 8 and other income certifications
 - Incident reports
 - Legal correspondence
 - Work orders
- Perform accurate payroll distribution and rent collection:
- Assist manager with rent collection and arrears pursuit.
- Assist Manager with budget preparation.
- Maintain and prepare Petty Cash reimbursements.
- Collect third-party verifications of income and assets for move in, transfers and recertification.
- Perform and populate HUD annual recertifications, interims, move-ins and move outs in Realpage.
- Run EIV monthly and quarterly reports and during HUD annual recertifications.
- Process certification forms according to HUD/HDC requirements.
- Create and maintain thorough and accurate tenant files according to HUD/CGI/HDC requirements.
- Create and maintain AFHMP applicant's waitlist log books and files according to HUD/CGI/HDC requirements.
- Create and maintain electronic AFHMP applicant's waitlist.
- Run Realpage monthly property reports.
- Obtain and prepare required documentation for vacancy claims for submission to HUD and CGI.
- Manage annual compliance CGI/HDC/MOR audits, address findings/violations and follow-up as needed.
- Collect all rent checks and money orders from rent deposit box and scan.

BUILDING MAINTENANCE:

- Assist Manager and Superintendent with unit inspections.
- Maintain Certificates Book / Log. Ensure all inspection certificates and equipment inspections are current and have not expired.
- Assist manager with the general maintenance function of the premises including but not limited to the following:

- Daily, weekly, monthly, yearly checklists of maintenance tasks for use by maintenance staff.
- Maintaining clear identification of all building systems (i.e. plumbing valves).
- Enforcement of recycling regulations.
- Preparation and distribution of exterminator list to Front Desk. Maintain active communication with exterminator to ensure healthy building.
- Order supplies as needed: key blanks, appliance parts, office, cleaning and maintenance equipment.
- Maintain updated appliance list with serial numbers.
- Maintain records of all vendor repair work, as well as related contract files.

OTHER:

- Work as a member of a team to establish and maintain high levels of care, respect, and communication with tenants.
- Work cooperatively with other staff members.
- Attend training sessions and conferences as required for enhancement of job skills.
- Implement emergency procedures as necessary.
- Submit all required reports in a complete and timely manner.
- Assist with other duties as directed.
- Comply fully with all WSFSSH confidentiality guidelines, safeguarding confidential information at all times.

QUALIFICATIONS:

- At least 21 years of age.
- Able to speak, read, and write English (as required by DSS regulation 487.9.13).
- Preferred bi-lingual (English/Spanish).
- Strong math skills and computer literacy, including Microsoft Word/Excel.
- Emotionally, mentally, and physically able to perform job responsibilities.
- Prefer a minimum of one year of experience working with older adults.
- Prefer Associate's or Bachelor's Degree.

Interested candidates should submit cover letter and resume to: positions@wsfssh.org. Please indicate *Assistant Building Manager, Red Oak* in the subject line of your email.