

PROPERTY MANAGER/CDBG LOAN SPECIALIST CHIPPEWA COUNTY HOUSING AUTHORITY

This is not a County position; the Authority is an independent government agency.

PURPOSE OF POSITION

The job duties of the Property Manager/CDBG Loan Specialist are to provide property management services for 47 scattered site rental units, process home repair loan applications, complete the loan process including loan closing for the Community Development Block Grant (CDBG) Home Repair program while providing responsive, courteous, and efficient service to the public. The ideal candidate will demonstrate the ability to work effectively with people from diverse backgrounds, process administrative work and manage contractors. This position provides occasional administrative support to the other housing programs that are operated by Chippewa County Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES

The duties described below are indicative of what the Property Manager/Loan Specialist might be asked to perform. This job description is to incorporate any responsibilities created for the position. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

Property Management:

- Monitor occupancy and rent payments.
- Advertise vacancies and screen applicants including verifying income eligibility and obtaining credit/criminal reports and rental references.
- Show rental units to prospective tenants, execute lease documents and collect deposits.
- Respond to tenant inquiries, requests, and complaints in prompt and professional manner.
- Conduct inspections of rental units and coordinate repairs with maintenance staff as needed.
- Procure for contracted services as needed for lawn/snow removal, pest elimination, etc.
- Enforce lease agreements and work with the Executive Director on lease terminations.
- Initiate eviction process when necessary and represent agency in eviction court proceedings.

CDBG Loan Processing and Closing:

- Process rehabilitation loan applications and determine loan eligibility.
- Process homebuyer assistance loans and mortgage and tax assistance loans.
- Present eligible loans to the loan committee.
- Close loans with customers, record the mortgage, and complete internal tracking procedures.

Monitor CDBG Home Repair Project:

- Monitor compliance with contract and maintain records of contractor liability insurance and W-9's for contractors used by CDBG participants.
- Mediate disputes between homeowners and contractors as needed.
- Coordinate inspections with the Building Inspector.
- Review and approve payments to contractors.

MINIMUM QUALIFICATIONS

- High School Diploma or GED required, Associate's or Bachelor's degree preferred.
- Considerable (3+ years) experience in residential property management or similar preferred.
- Experience in affordable housing programs preferred.
- Familiarity with Housing Quality Standards (HQS) inspections preferred.

- Experience in administration of the CDBG home repair program is preferred.
- Familiarity with government grant or loan programs preferred.
- Ability to maintain a professional demeanor when dealing with the public.
- Proficiency in MS Word and Excel.
- Strong verbal and written communication skills.
- High level of organization and attention to detail.
- Ability to perform mathematical calculations.
- Ability to work in a fast paced environment and manage multiple customer projects concurrently.
- A criminal background check will be conducted.

APPLICATION DEADLINE IS 4:30 p.m. Monday, January 23, 2023

To be considered for the position, you must complete the application that can be found on our website: www.co.chippewa.wi.us/community/housing-authority.

Applications are available in person, on our website or by mail.

Chippewa County Housing Authority Office

8 a.m. – 4:30 p.m.

711 N. Bridge St. #14

Chippewa Falls, WI 54729

<http://www.co.chippewa.wi.us/community/housing-authority>

Call 715-726-7934 to request an application via mail.

Chippewa County Housing Authority offers an excellent benefit package including retirement, health, dental, vision and life insurance, deferred compensation, longevity, income continuation, 10 paid holidays, 4 floating holidays, and accrued personal time. 40 hours per week, Monday-Thursday, 7:30 a.m. - 4:30 p.m. Friday 7:30 a.m. – 11:30 a.m. Starting wage is \$18.38 with step increases. Eligible employer for Public Service Loan Forgiveness.

Minority, women and low-income persons are encouraged to apply.

~EQUAL OPPORTUNITY EMPLOYER~