

**NATIVE VILLAGE OF KOTZEBUE
KOTZEBUE I.R.A.
Job Description**

TITLE: IGLUT RESIDENT MANAGER

REPORTS TO: HOUSING DIRECTOR

DEPARTMENT: HOUSING

CLASSIFICATION: CONTRACT

JOB SUMMARY:

Under general supervision of the Housing Director, manage the Iglut Senior Apartments. Duties include apartment management, building security, determine client eligibility for units and rental subsidies, building cleaning and maintenance, rent collection and tracking, and general office duties and related work as required.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED equivalent plus two (2) years of work experience in Housing or related field.
- Knowledge of office systems and procedures, including word processor and excel spreadsheet software.
- Responsible individual with good judgment and problem solving skills.
- Knowledge of federal, state and tribal rental housing programs.
- Knowledge of client application procedures.
- Ability to interact will with the public, Elders and residents of Iglut Apartments.
- Ability to work on-call during the evenings and weekends.
- Good verbal and written communication skills with ability to respond calmly in stressful situations.
- Ability to lift and carry up to 50 pounds.
- Bending, kneeling, reaching and twisting are frequently required movements.
- Ability to perform repetitive motion tasks with upper and lower body/extremities.
- Pre-employment drug screening.
- Criminal background check.

PREFERRED KNOWLEDGE, ABILITIES AND SKILLS:

- Three (3) years of job experience in apartment or rental management.
- Knowledge of low-income housing programs particularly with Elders and/or disabled issues.
- Knowledge of low-income client housing application procedures, admissions and occupancy and eligibility.
- Knowledge of property and building maintenance systems.

**Kotzebue IRA is an Equal Opportunity Employer and all qualified applicants will
be considered for employment**

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- Knowledge of the lifestyles and culture of the people of Kotzebue and the Northwest Arctic Borough.
- Preferred: tribally enrolled member of the Native Village of Kotzebue.

DUTIES AND RESPONSIBILITIES:

Apartment Management

1. The Resident Manager will live in the building and will be available to tenants for at least four hours per day between the hours of 8 am and 5 pm, Monday through Friday, with posted office hours for the tenants. The resident Manager will be available to respond to emergent issues at any time of the day; including daytime, evening and night hours. The Resident Manager will also inform when not available so that suitable coverage can be arranged.
2. Manage the Iglut apartments, which provides 15 units for low-income Elders and/or disabled individuals living in Kotzebue, Alaska.
3. Implement and enforce apartment policies and rules stated in rental agreements and policies in accordance with applicable Alaska landlord-tenant laws.
4. Assist clients in completing rental assistance applications and track active clients and the waiting list for future residents.
5. Monthly rent collection and tracking of payments with individual client files. Monthly deposits of rental payments with copies and rental logs submitted to the Native Village of Kotzebue Account Manager.
6. Perform annual income verifications and annual rental subsidy calculations based upon income and US Housing and Urban Development (HUD) guidelines and Native Village of Kotzebue Housing Policies for residents in the apartments.
7. Track and report changes in tenant behavior that may warrant the intervention of additional support services for the tenant, and communicate these changes to the Housing Director.
8. Assist with medication/resolution of issues and problems that may arise with tenants.
9. Must complete all move-in and move-out inspections.
10. Monthly written reports to the Housing Director.

Building Management

11. On-site property management with regular communications with the Housing Director.
12. Gather and provide information regarding the premises and reported by tenants including; incident reports involving disturbances, damages, and personal injuries.
13. Ensure that the building security is maintained by locking doors at appropriate times and seeing that unwanted guests/intruders depart from the building. This should be done without endanger personal safety.
14. Perform janitorial services, life safety and minor maintenance work as required for the building.

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- a. Twice per week/ or as needed: clean hallways and common areas including walls, floors, mats, doors, light fixtures, windows, ledges of hallways, stairs, furniture, and dust.
 - b. Twice per week, or as needed: Empty laundry garbage cans, front lobby and common room's garbage cans; also, clear garbage bins of trash and debris.
 - c. Weekly: purchase and keep inventory of supplies necessary for performing janitorial and minor maintenance work.
 - d. Weekly: maintenance inspection of common areas for repairs, submit and log work orders to the Housing Director.
 - e. Monthly: shampoo/clean floors of common areas, hallways, arctic entries, and perform minor maintenance tasks.
 - f. Annually: residential unit inspection for maintenance checklist. Clean air exchange filters, schedule fire alarm inspection, and schedule boiler service maintenance with the Housing Director.
 - g. As needed; apartment cleaning for move-ins, eternal window cleaning, unplug toilets and sinks, change light bulbs, tough up painting, etc.
15. Performs grounds and yard work as required for the building.
- a. Clear snow and sweep clean the walks and steps in the winter, sweep mud and other debris during the balance of the year.
 - b. Sand or d-ice sidewalks as required.
 - c. Keep grounds clear of litter as needed.

Office Management

- 16. Office duties including answer phones, greeting visitors, sorting and responding to mail and inter-agency collaboration and communication.
- 17. Coordinate monthly tenant meetings for sharing concerns and addressing polcies.
- 18. Organizes and maintains file system, and file correspondence and other records including client files, inventory files, insurance files, and related building/ program information.
- 19. Maintain and place orders for building cleaning supplies and arrange for equipment maintenance,
- 20. Other duties may be assigned.

Employee

Date

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Job Description**

Housing Director

Date

Executive Director

Date

Native preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.

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