



### **Mission Statement**

The Fort Dodge Housing Agency is dedicated to providing and ensuring quality, affordable housing by being an innovative leader in setting housing standards. We are committed to establishing creative partnerships and sound economic practices to benefit the entire community.



## **Administrative Services Director/Property Manager**

**POSITION TYPE:** Exempt

**GENERAL STATEMENT OF DUTIES:** Responsible for administrative and property/compliance management functions in the office. Assists the Executive Director and Finance Director as needed.

**DISTINGUISHING FEATURES OF THE POSITION:** The work in this class involves the performance of basic accounting and above average data entry. Knowledge of Public Housing and Section 8 and procedures, HOME program rules, and Iowa Landlord/Tenant Law.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Ability to work on your own and multi-task in a busy office with all Agency programs. Experience with federal housing programs, human resource/benefit management, and property management are necessary.

**EXAMPLES OF WORK:** (Illustrative only)

- Completion of payroll (including ACH submittal for direct deposit) and tracking of employee leave.
- Completion of payroll taxes/benefits (State, Federal, IPERS, and Unemployment). Prepare W-2 forms for employees.
- Responsible for sorting and coding Accounts Payable to GL account codes, including some data entry.
- Process monthly rent and Demand Debit for housing programs.
- Data entry of HAP rent payments.
- Manage health, life, vision, dental, and tele-health benefits.
- Update Employee Benefits Handbook annually.
- Complete benefit/hiring package for new employees.
- Prepare Board Agenda, Minutes, and Resolutions.
- Attends Board meetings and assists the Executive Director with Board minutes.
- Assists in writing grant applications/source new funding.
- Perform background checks for Golden Meadows.
- Property management of single/multi-family dwellings and Transitional Housing, including Small Claims Court filings.
- Administrator for data entry into ServicePoint to track homeless families. Completion of reports as required by the Iowa Institute for Community Alliances. Point-in-time count coordinator for Agency.
- TBRA grant management for security and utility deposit assistance.

- Verification and completion of all bank deposits.
- Support staff at front desk when needed.
- Secretarial support to the Executive Director and Finance Manager, as needed.
- Other duties as assigned by the Executive Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of Microsoft Office Products.
- Ability to enter data accurately and timely.
- Ability to maintain complex records and prepare reports.
- Tact and courtesy.
- Good physical health.
- Detail-oriented.

**POST EMPLOYMENT:**

- Attend training and receive certifications as required by the Executive Director or his/her designee. Training may include, but will not be limited to:
  - Attend Iowa Landlord/Tenant Law training.
  - Attend HOME Training and obtain certification.
  - Attend Fair Housing Training.
  - Attend IPERS Training for New Reporting Officials.
  - Attend ServicePoint training through the Iowa Institute for Community Alliances.
  - Stay current on changes in healthcare reform, IPERS, payroll taxes, etc.
  - Maintain current knowledge base of changes within area of assignment.

**PROGRAM REQUIREMENTS:**

- Use of personal vehicle may be required (mileage reimbursed).
- Training as required or directed by the Executive Director or his/her designee.